



E-RATE FORM 471 FOR CATEGORY ONE: FUNDING YEAR 2020

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Disclaimers



- This presentation represents my unofficial interpretation of the FCC's E-rate rules and regulations. Official guidance can come only from the FCC and USAC.
- USAC may update the application portal or the procedures after today's presentation. What I present is correct to the best of my knowledge, but what you see in EPC may be different.

Important Dates & Eligible Services Slides 4-13

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The Form 471 in Context








- On the Form 470, applicants make *service requests* – vendors submit competitive bids for at least 28 calendar days so that your library can choose the most cost-effective solutions for its needs
- On the Form 471, applicants make *funding requests* for discounts on E-rate eligible services that were selected through a Form 470 competitive bidding process (unless exempted by FCC rules).
- **ALL APPLICANTS** must file a Form 471 every year to receive discounts.
- Must file separate Forms 471 for Category One & Category Two
- Deadline: **Wednesday, March 25th at 11:59 p.m. ET**

E-rate Funding Years

Download latest chart from KDLA E-rate page:

<https://kdla.ky.gov/librarians/programs/e-rate/Pages/Funding-Years.aspx>

E-rate Funding Years – Dates to Remember

KDLA E-rate support: Lauren Abner lauren.abner@ky.gov or 502-564-1728	Application Process			Recurring Services		Non-Recurring Services	
	Form 470 – Competitive Bidding 	Form 471 – Application to Request Discounts 	Form 486 – Service Start Date + CIPA Certification 	Service Dates for Category One or Two 	Invoicing Deadline (BEAR/472) 	Service Dates for Category Two Purchase/Installation 	Invoicing Deadline (BEAR/472) 
Funding Year 2018 (FY 2018-19)	Closed	Closed	120 days from: FCDL or Service Start Date (whichever is later)	July 1, 2018 to June 30, 2019	October 28, 2019	April 1, 2018 to Sept. 30, 2019	January 28, 2020
Funding Year 2019 (FY 2019-20)	Closed	Closed	120 days from: FCDL or Service Start Date (whichever is later)	July 1, 2019 to June 30, 2020	October 28, 2020	April 1, 2019 to Sept. 30, 2020	January 28, 2021
Funding Year 2020 (FY 2020-21)	February 26, 2020 Last date to open bidding	January 15 to March 25, 2020 Form 471 filing window	120 days from: FCDL or Service Start Date (whichever is later)	July 1, 2020 to June 30, 2021	October 28, 2021	April 1, 2020 to Sept. 30, 2021	January 28, 2022
Notes	Most libraries open competitive bidding each year and must wait at least 28 calendar days to select vendor(s).	All libraries must file the Form 471 every year to receive a funding commitment.	All libraries must file the Form 486 to release funding for invoicing; FCDL = Funding Commitment Decision Letter	Both Category One and Two services may be recurring (ex: monthly internet)	May request one 120-day extension by the deadline	Non-recurring = one-time purchases such as network equipment	May request one 120-day extension by the deadline

What Qualifies for E-rate?

- The full E-rate Eligible Services List (ESL) can be downloaded from the USAC website:
<https://www.usac.org/e-rate/applicant-process/before-you-begin/eligible-services-list/>
- Eligible services are separated into two broad categories:
 - Category One: Connectivity to the Building
 - Category Two: Connectivity to the Device

CATEGORY ONE

- **Data Transmission Services & Internet Access**
 - **Monthly Internet service for branch buildings, including installation** – lines/circuits can be fiber or non-fiber (coax cable, DSL, etc.)
 - Fees for static IP addresses are eligible as part of your library's internet access
 - Fees for “basic termination equipment, such as a cable modem, CSU/DSU, network interface device, or copper-to-fiber converter” may be eligible as part of your library's internet access. – **contact KDLA technology consultant for reference document (removed from USAC website during November 2019 website redesign)**
 - Fees for router from the internet service provider may be eligible under Category One in limited circumstances. See USAC's [Q9 of FAQs: Eligible Fiber Services](#) – **updated link**
 - **Leased data lines (T1, lit fiber, dark fiber, etc.)**
 - **Cellular data (hotspot service) for bookmobile only**
 - **Self-provisioned broadband networks (owned/operated by applicant)**
 - **Network Equipment required to make data transmission and/or internet access functional (ex: modulating electronics)**

**Recurring service dates for
Funding Year 2020:
July 1, 2020 to June 30, 2021**

**No budget limit on
Category One requests**

CATEGORY TWO- IC

Internal Connections

- Antenna, connectors, & related components
- Cabling
- Switches
- Routers
- Access points
- Wireless controller systems
- Firewalls**
- UPS (Uninterruptible Power Supply)**
- Racks**
- Caching services or equipment
- Software supporting components on the list used to distribute broadband through the library – ex: licenses for access points

**Some restrictions apply

If your library leases a router from your internet service provider, then request bids for Category Two Internal Connections for Function: Router.

More flexibility – equipment can be installed as soon as April 1, 2020 or as late as September 30, 2021.

These eligible functions can be virtualized in the cloud or combined in equipment (like routing and switching).

CATEGORY TWO – BMIC & MIBS

Basic Maintenance of Internal Connections

- Repair and upkeep of eligible hardware (even if not purchased through E-rate)
- Wire and cable maintenance
- Configuration changes
- Basic technical support including online and telephone based technical support
- Software upgrades and patches including bug fixes and security patches

Managed Internal Broadband Services (MIBS)

- 3rd party operation, management, and monitoring of eligible broadband internal connections (ex: managed Wi-Fi)



Funds for Learning has a good explanation of [Basic Maintenance of Internal Connections \(BMIC\)](#).

MISCELLANEOUS

May fall under Category One or Two:

- Some taxes, surcharges, and other similar, reasonable charges
 - Federal Access Recovery Charge on internet invoices – permissible charge for use of a local carriers network; not all ISPs charge this
 - USF fees on internet invoices - “customer charges for universal service fees, but do not include additional charges for universal service administration”
- Rental or lease fees for eligible components
- Shipping
- Training – only for new equipment purchased with Cat2 funds
- Installation and configuration
 - May be performed by a 3rd party rather than the vendor who sold the equipment

DUPLICATIVE SERVICES

Caution – E-rate does **not** provide discounts for services that are considered duplicative. Examples: internet access or networking equipment that is used as backup, redundancy, failover, etc.

If the connections serve different populations (internet for public, internet for staff), they may be considered E-rate eligible.

§22 of the [Second Report and Order and Further Notice of Proposed Rulemaking for the E-rate program](#) addresses duplicative services:

*“Funding of Duplicative Services In the Universal Service Order, the Commission indicated that an applicant’s request for discounts should be based on the reasonable needs and resources of the applicant, and bids for services should be evaluated based on cost-effectiveness. Pursuant to this requirement, the Administrator has denied discounts for duplicative services. **Duplicative services are services that deliver the same functionality to the same population in the same location during the same period of time.** We emphasize that **requests for discounts for duplicative services will be rejected** on the basis that such applications cannot demonstrate, as required by our rules, that that they are reasonable or cost effective.” **[emphasis mine]***

CIPA COMPLIANCE



Children's Internet Protection Act (CIPA) compliance:

- **Necessary if requesting E-rate discounts for Internet Access or any Category Two products & services**
 - Exception: CIPA compliance not required when requesting Telecommunications services only (ex: transport only for WAN circuit between library branches)
- 3 elements of compliance:
 - Technology Protection Measure (filter)
 - Internet Safety Policy
 - Public Meeting prior to adopting Internet Safety Policy
- View archived training from KDLA – check E-rate section:
<https://kdla.ky.gov/librarians/staffdevelopment/kdlaarchivedwebinars/Pages/default.aspx>

Bid Evaluations

Slides 14-19

Complete before signing contracts & filing the Form 471

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Allowable Contract Date

- Applicants must reach the Allowable Contract Date (ACD) before evaluating bids & signing contracts
 - Generally the Allowable Contract Date is 28 calendar days after you filed the Form 470, but may be later if you indicated a different date in an RFP
 - *If you agree to a proposal and/or sign a contract prior to the Allowable Contract Date, that is a competitive bidding violation.*
 - You may continue collecting bids after 28 calendar days unless you stated a firm due date

Handling Bids

- **Bids in response to the Form 470 (& an accompanying RFP) may include:**
 - **New proposals from the current vendor or potential new vendors**
 - **Current monthly bill (unless requesting sealed bids)**
 - **Relevant state master contracts**
- **You should respond to requests for additional information needed to create a responsive bid.**
 - **Be careful not to provide information that would change the scope of the requests**
 - **Spam – generic emails asking you to call or email to request a quote– is not considered a responsive bid and you don't have to respond.**

Selecting the Winning Vendor(s)

- Must evaluate all responsive bids using cost as the primary factor (most points assigned to E-rate eligible costs)
- You can also consider other factors at a lower point value. Examples:
 - Vendor met Form 470/RFP specifications for the requested service
 - E-rate ineligible costs
 - Previous experience with the vendor
 - Flexible invoicing (vendor can apply SPI/474 discounts to invoices upfront)
- If you received only 1 bid, then you should email yourself to memorialize this fact,
- You may disqualify certain bids if you stated those disqualification factors in the Form 470/RFP – must be binary (have yes or no answers)
 - *Example: Vendor must have a Service Provider Identification Number (SPIN/Form 498 ID) or the bid will be disqualified.*

Check Your Scope!

- To receive E-rate discounts, the winning bid must fall within the scope of the Establishing FCC Form 470:
 - Correct Function was listed on the Form 470 service request
 - Fiber internet – Function: Leased Lit Fiber (with or without Internet Access)
 - Non-fiber internet (cable modem, DSL over phone lines) – Function: Internet Access & Transport Bundled
 - Download speed falls within the Minimum & Maximum Capacities on the relevant Form 470 service request and narrative
- Example: My library can accept bids for an upgrade to 100 Mbps fiber internet, but not any faster, based on these service requests

Category 1: Data Transmission and/or Internet Access

Type	Function	Function Other Description	Number Entities	Quantity	Unit	Min Capacity	Max Capacity	Installation and Initial Configuration?	Associated RFP
Data Transmission and/or Internet Access	Leased Lit Fiber (with or without Internet Access)		1	1	Circuits	25 Mbps	100 Mbps	Yes	
Data Transmission and/or Internet Access	Internet Access and Transport Bundled (Non-Fiber)		1	1	Circuits	25 Mbps	100 Mbps	Yes	

USAC Sample Bid Evaluation



Sample Bid Evaluation Matrix

Hover over each paragraph on the right to see the area of the bid evaluation matrix with which it corresponds.

FACTOR	POINTS AVAILABLE	VENDOR 1	VENDOR 2	VENDOR 3
Price of the eligible products and services	30*	15	30	25
Prior experience with the vendor	20	20	0	20
Prices for ineligible services, products, and fees	25	20	15	25
Flexible invoicing: FCC Form 472 or FCC Form 474	15	0	15	15
Local or in-state vendor	10	10	8	7
TOTAL	100	65	68	92

*This number must be higher than all other numbers in the same column.

List of Disqualified Bidders:

Vendor 1
Reason for disqualification: All interested bidders received two weeks' notice of a required pre-bid conference. Vendor 1 did not attend this conference and did not provide a reason for their absence.

Important things to note about this sample:

The price of the eligible products and services must be the most heavily weighted factor. This means that it must have the highest number of "Points Available."

Vendors are rated on how well they meet each factor. Point values for all factors are totaled for each vendor.

In this sample, Vendor 3, with a total of **92** points, is the winning bid because that vendor has the highest total points.

If a bidder is disqualified, the reason for disqualification should be noted for that vendor (see the "List of Disqualified Bidders" below the matrix).

For more information on constructing a bid evaluation, visit the USAC website at: <http://usac.org/sl/applicants/step02/default.aspx>

Gathering the Numbers

Slides 20-23

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A Note on SPINs

- Do **NOT** assume that the Service Provider Identification Number (SPIN/Form 498 ID) is the same this year if you used that provider last year.
 - If a cost proposal didn't include a SPIN, contact that company to be certain – don't rely on the SPIN search tool.
 - If you make a mistake on the Form 471, you can file for a corrective SPIN change, but this is a time-consuming hassle.

Charges for Service

- **For Category One, make sure you know the potential charges for the winning internet or transport service:**
 - **Recurring fees:**
 - Monthly service charges
 - Static IP address fees (if relevant)
 - Certain equipment fees – see note on [slide 8](#)
 - USF fee for customers (not the USF administrative fee)
 - Federal Access Recovery Fees/Charges (if relevant)
 - **Non-recurring fees:**
 - One-time installation charge for new/upgraded service

Service Details

- You may need to ask your Service Provider for help with some of the line item details on the Form 471
 - Function – Fiber, Copper, Wireless
 - Connection type – Ethernet, Cable Modem, DSL, MPLS, etc.
 - Bandwidth speeds for internet or transport service
- See [Slide 67](#) for tables showing the Form 471 options for internet Functions and Connection Types

Contract Records

Slides 24-41

Before filing the Form 471: Sign contracts, create Contract Records on EPC profile

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Contract Record Notes (1/2)

- **Before starting the Form 471, you must create records on the library system profile for any services that are purchased under contract rather than month-to-month**
 - **Create nickname for easy searching in EPC** – remember that you may have multiple contracts with the same vendor stored in the [E-rate Productivity Center](#) profile
 - ***Optional:* Contract number assigned by vendor** – note that EPC automatically assigns a Contract ID to serve as a unique identifier in EPC
 - ***Optional:* upload copy of contract** – contract itself must be 1 file; additional documents can be uploaded if relevant
 - **Establishing FCC Form 470 #**

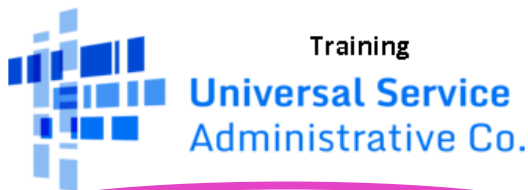
Continues on next
slide →

Contract Record Notes (2/2)

- Continued from previous slide:
 - How many bids were received?
 - ***Optional: Account #*** - you may not know the account number if switching to a new vendor; some vendors also assign new account numbers when service is upgraded
 - **Service Provider Identification Number (SPIN/Form 498 ID)**
 - **Contract Award Date – *must be on/after the Allowable Contract Date for the Establishing FCC Form 470***
 - **Careful if you've selected an existing contract during the bid evaluation process** – your Contract Award Date will be the date you memorialized the contract after the evaluations, not the original award date.

Library System Profile in EPC

My Applicant Landing Page



[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#)
| [Appeal](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Manage Users](#) | [Manage Organizations](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

Welcome, [Pioneer County Public Library System!](#)

From My Applicant Landing Page, click on the name of your library system. It appears below the USAC logo and as the first link in the My Entities section.

My Entities

Entity	Entity Number	City	State	Zip Code
Pioneer County Public Library System	208	Boonesburg	KY	41700
Loganville Branch Library	209	Loganville	KY	41800
Pioneer County Public Library Main Branch	210	Boonesburg	KY	41700

Contracts Section of Profile

Records / Applicant Entities

#208 - Pioneer County Public Library System



CREATE A NEW USER

ADD OR REMOVE EXISTING USERS

MANAGE USER PERMISSIONS



Summary

Customer Service

Modifications

Additional Information

Discount Rate

Contracts

CC Forms

FRN Appeals

News

Related Actions

Organization Details

Name Pioneer County Public Library System

Applicant Type Library System

Entity Number 208

Status Active

FCC Registration Number 0123456789

Contact Information

Physical Address 100 Main Street
Boonesburg, KY 4170

Mailing Address 100 Main Street
Boonesburg, KY 4170

From My Applicant Landing Page, the library system profile will open on the Summary tab. Look in the horizontal menu row and click on the Contracts tab to open that section of the profile.

Manage Contracts (1/2)

Records / Applicant Entities

#208 - Pioneer County Public Library System

 **MANAGE CONTRACTS**

[Summary](#) [Customer Service](#) [Modifications](#) [Additional Information](#) [Discount Rate](#) **[Contracts](#)** [FCC Forms](#) [FRN Appeals](#) [News](#)

[Related Actions](#)

Submitted Contracts

Contract ID	Contract Number	Contract Nick			
5338		Pioneer County Connections			View
5337		Pioneer County FY 2019			View
5319	ABC123demo	Pioneer County			View
5313	ABC123#	Pioneer County Telecom Internet for Main Branch 2019-2022	1/18/2019		View

The Contracts section will show any Submitted Contracts created in the library system profile since FY 2016. Click on the Manage Contracts button to create a new contract.

Caution! EPC will not allow you to edit or delete submitted contract records. Enter data carefully. If you made mistakes in a submitted contract, you must create a new contract record in EPC to link to your funding requests.

Manage Contracts (2/2)

Records / Applicant Entities

#208 - Pioneer County Public Library System



Summary Customer Service Modifications Additional Information Discount Rate Contracts FCC Forms FRN Appeals News **Related Actions**

Manage Contracts

Contracts - Pioneer County Public Library System (BEN: 208)

Use the dropdown to select the type of contract you would like to edit or remove. Click the Add a New Contract button at any time to create a new contract for your organization.

Contract Type My Contract Drafts

Submitted Contracts

My Contract Drafts

You have no contracts. Click the Add a New Contract button to create a new contract.

CLOSE

ADD A NEW CONTRACT

EDIT

DELETE

Change the Contract Type dropdown to view your draft contracts or submitted contracts. Only draft contracts may be edited or deleted.

Click on Add a New Contract to start a new contract record.

Create Contract (1/11)

Create Contract

Pioneer County Public Library System (BEN: 208) - Pioneer County Telecom 2020-22 - Contract ID #

Contract Information

Establishing FCC Form 470

Service Provider

Here you will enter preliminary information about this contract, as well as your account information.

Contract Information

Enter a nickname to easily identify this contract ? *

Pioneer County Telecom 2020-22

Contract Number ?

123456

CANCEL

SAVE & CLOSE

SAVE & CONTINUE

Enter a nickname for your contract – be specific because your library may have multiple contracts with the same vendor from FY 2016 and forward. Then click on Save & Continue.

Optional: Contract Number assigned by your vendor. Sometimes the contract number is the same as the quote or proposal number.

Create Contract (2/11)

Uploading a copy of the contract is optional but can save time during application review. The uploaded copy should show the signatures required to execute the contract (if needed). **I do NOT recommend uploading if you memorialized an existing contract to give it a new Contract Award Date for E-rate purposes.**

Here you will have the option to upload contract documents, including a description of each document.

Contract Information

Contract ID #6727 ⓘ

Would you like to upload a copy of your contract? ⓘ

YES ✓

NO

Contract Document Upload

Please upload and describe each document related to your contract.



Pioneer County Telephone Contract 2020-22 - executed ...
PDF - 184.69 KB

UPLOAD



Drop file here

BACK

CANCEL

Optional: enter description to help you remember important details of this contract

Describe this contract document.

Main branch internet contract for 200 Mbps for July 1, 2020 to June 30, 2022

Describe this contract document.

After answering the contract upload question, Save & Continue.

& CLOS

SAVE & CONTINUE

Create Contract (3/11)

Create Contract

Pioneer County Public Library System (BEN: 208) - Pioneer County Telecom 2020-22 - Contract ID #6727

Last Saved: 1/19/2020 8:14 PM EST

Contract Information

Establishing FCC Form 470

Service Provider

Contract Dates

Pricing/Confidentiality

Confirmation

Here you will answer additional questions about this contract.

Contract Information

Is this contract based on a State Master Contract? ⓘ

YES

NO ✓

Is this contract based on a multiple award schedule? ⓘ

YES

NO ✓

Most libraries will answer No to both questions about state master contracts and multiple award schedule contracts. **Exception:** purchasing internet/transport service from the KIH3 state master contract.

BACK

CANCEL

SAVE & CLOSE

SAVE & CONTINUE

After answering these questions, Save & Continue.

Create Contract (4/11)

Create Contract

Pioneer County Public Library System (BEN: 208) - Pioneer

Last Saved: 1/19/2020 8:25 PM EST

Contract Information

Establishing FCC Form 470

Service Provider

Contract Dates

Pricing Confidentiality

Confirmation

Here you will answer additional questions about this contract.

Contract Information

Can other applicants piggy back off this contract? ?

YES

NO ✓

Was this contract originally created by another applicant, and you then piggy backed off their contract? ?

YES

NO ✓

BACK

CANCEL

SAVE & CLOSE

SAVE & CONTINUE

Most libraries will answer No to both questions about piggybacking. Piggybacking means that one applicant has set up a contract that other applicants can purchase from.

After answering these questions, Save & Continue.

Create Contract (5/11)

Click Yes to indicate that a Form 470 was posted and enter how many bids were received for the services covered by the contract in response to the Form 470.

Establishing FCC Form 470

Was an FCC Form 470 posted for the product and/or services you are requesting?

YES ✓

NO

How many bids were received? ⓘ *

3

Enter the number of bids that you received for this product or service.

Was your FCC Form 470 posted prior to Funding Year 2016?

YES

NO ✓

Use the search tool below to find the establishing FCC Form 470.

Remember that the services in the contract had to be posted on the FCC Form 470.

Search FCC Forms 470

Search by FCC Form 470 Number

Search by BEN

For new contracts created in response to FY 2020 Forms 470, you should answer No to this question. If the contract was created in FY 2015 or earlier, answer Yes to manually enter the Form 470 #.

See next slide for searching for and associating an FCC Form 470 with the contract.

CLEAR FILTERS

SEARCH

Create Contract (6/11)

Search FCC Forms 470

Search by FCC Form 470 Number

Search by BEN

208

The 470 search is set by default to find all contracts associated with your library's Billed Entity Number (BEN), but you can search by 470 # or nickname, as well.

CLEAR FILTERS

SEARCH

<input type="checkbox"/>	FCC Form 470 Number	Nickname	Funding Year ↓	BEN	BEN Name	Allowable Contract Date	Service Type
<input type="checkbox"/>	200000082	Funding Year 2020 Form 470 for Bookmobile Smartphone + Hotspot Device (Cellular Data)	2020	208	Pioneer County Public Library System	11/15/2019	Data Transmission and/or Internet Access
<input checked="" type="checkbox"/>	200000078	Funding Year 2020 Monthly Internet & Router Requests live demo	2020	208	Pioneer County Public Library System		Internet Access
<input type="checkbox"/>	200000076	Funding Year 2020 Category One Bidding	2020	208	Pioneer County Public Library System		Internet Access
<input type="checkbox"/>	200000075	Funding Year 2020 Form 470 for Monthly Fiber Internet (Category One) with Router (Category Two)	2020	208	Pioneer County Public Library System		Internet Access
<input type="checkbox"/>	200000072	Funding Year 2020 Form 470 for			Pioneer County Public Library	11/15/2019	Data Transmission and/or Internet Access

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Click on the column headings to sort the results; use the bottom arrows to see more results.

Check the box by the result for the correct Form 470 #, nickname, Funding Year, and Service Type(s). **Note that you cannot select a result if the Allowable Contract Date has not been reached.**

BACK

CANCEL

SAVE & CLOSE

SAVE & CONTINUE

Create Contract (7/11)

Service Provider

Account Number (e.g., billed telephone number)

987654321

If your service provider has given you one or more Account Numbers, please enter them.

Please select the service provider for this contract using the search below.

Search Service Providers

Search by SPIN

14010001

If you know the account numbers that will be used for services covered by this contract, list them here. Leave the field blank if you don't know the account numbers yet.

Search for the service provider. I recommend using Search by SPIN rather than the name search because some vendors have multiple SPINs with similar, related company names.

<input checked="" type="checkbox"/>	SPIN	Name	Doing Business As	State
<input checked="" type="checkbox"/>	14010001	USAC Service Provider Organization 1		VA

BACK CANCEL

Check the box beside the correct SPIN, then click on Save & Continue.

SAVE & CLOSE SAVE & CONTINUE

Create Contract (8/11)

Create Contract

Pioneer County Public Library System (BEN: 208) - Pioneer County Telecom 2020-22 - Contract ID #6727

Last Saved: 1/19/2020 8:43 PM EST

Contract Information

Establishing FCC F

Confirmation

Here you will answer additional questions about the dates on your contract.

Contract Dates

Is this a multi-year contract?

YES ✓

NO

BACK

CANCEL

Check Yes if the contract covers more than one year of service.

What is the date you awarded your contract? *

01/17/2020

January 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

in each FRN where you cite this contract.

SAVE & CLOSE

SAVE & CONTINUE

Enter the Contract Award Date.
Usually, this is the date when both parties (library and vendor) have signed to execute the contract. Save & Continue.

Create Contract (9/11)

Contract Information

Establishing FCC Form 470

Service Provider

Contract Dates

Pricing Confidentiality

Confirmation

Here you will answer additional questions about voluntary extensions on your contract

Contract Dates

Does this contract include voluntary extensions?

YES ✓

NO

If you indicate that the contract has voluntary extensions, you'll see options to enter more details. Most libraries don't have contracts with voluntary extensions.

Automatic renewals ≠ voluntary extensions.

What is the contract expiration date if all extensions are exercised? *

06/20/2024

How many extensions are left on the contract? *

2

Enter the number of voluntary extensions that you could still exercise on this contract.

What is the total remaining length of the contract if you exercised all extensions (in months)? *

60

Enter the number of months that would remain in the contract if you exercised all voluntary extensions.

In this example, the library has a contract for 3 years (36 months) with two voluntary 1-year extensions, which means the total length of the contract with both extensions is 60 months.

Create Contract (10/11)

Pioneer County Public Library System (BE)

Last Saved: 1/20/2020 8:38 PM EST

You will likely answer no to this question.
Pricing confidentiality is permitted only in
limited circumstances. Save & Continue.

Contract Information

Establishing FCC Form 470

Service Provider

Contract Dates

Pricing Confidentiality

Confirmation

Here you will answer additional questions about applicable publication restrictions on this contract.

Pricing Confidentiality

Is there a statute, rule, or other restriction which prohibits publication of the specific pricing information for this contract?

YES

NO ✓

BACK

CANCEL

SAVE & CLOSE

SAVE & CONTINUE

Create Contract (11/11)

Contract Information Establishing FCC Form 470 Service Provider Contract Dates Pricing Confidentiality **Confirmation**

Please review the information and submit the information below to complete this contract.

Contract Information

Nickname Pioneer County Telecom 2020-22

Can Other Applicants Piggy Back Off This Contract? No

Piggy Backed Off Another Contract? No

Contract ID 6727

Contract Number 123456

Based on a State Master Contract? No

Establishing FCC Form 470

Establishing FCC Form 470 #200000078

Service Provider

Service Provider USAC Service Provider Organization 1 (SPIN: 14010001)

Contract Dates

Includes V Ext

Pricing Confidentiality

There is no pricing information for this contract.

Supporting Documents

Document	Description
Pioneer County Telephone Contract 2020-22 - executed 1-17-20	Main branch internet contract for 200 Mbps for July 1, 2020 to June 30, 2022

Click on the Back button if you need to make edits before completing the contract records.

Review the information you entered before clicking on the Complete button. Once you click on Complete, you cannot edit or delete the contract record. If you made a mistake, you'll have to create a new record.

BACK **CANCEL** **SAVE & CLOSE** **COMPLETE**

Discount Rate

Slides 42-44

Before you start the Form 471, make sure the profile shows the FY 2020 discount rate.

[Return to Presentation Contents](#)

Review Discount Rate

[Records](#) / [Applicant Entities](#)

#208 - Pioneer County Public Library System



[Summary](#) [Customer Service](#) [Modifications](#) [Additional Information](#) **[Discount Rate](#)** [Contracts](#) [FCC Forms](#) [FRN Appeals](#) [News](#) [Related Actions](#)

Requested Discount Rate - Pioneer County Public Library System (BEN: 208) - FY2020

More than 50 percent of your library outlets/branches must be rural for the library system to be considered rural.

This discount rate has not been approved for the current year

Associated School District Full-time Enrollment	Associated School District NSLP Count	Associated School District NSLP Percentage	Library System Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate
801	628	78%	Rural	90%	85%

[HIDE ADDITIONAL INFORMATION](#)

Entity Name	BEN	Urban/Rural Status	Main Branch?
Pioneer County Public Library Main Branch	210	Rural	Yes

From My Applicant Landing Page, click on the link for your library or library system. Click on the Discount Rate tab from the horizontal menu. If you see an error message, contact the KDLA Technology Consultant for assistance. Your discount rate may change from one Funding Year to the next depending on what your local school district enters for free/reduced lunch enrollment.

Discount Matrix

Discounts are similar for Category One and Category Two eligible services, but Category Two is capped at 85% for the top discount bracket. See USAC's [Calculating Discounts page](#) for more information.

INCOME Measured by % of students eligible for the National School Lunch Program (NSLP)	CATEGORY ONE (C1)		CATEGORY TWO (C2)	
	URBAN Discount	RURAL Discount	URBAN Discount	RURAL Discount
Less than 1%	20%	25%	20%	25%
1% to 19%	40%	50%	40%	50%
20% to 34%	50%	60%	50%	60%
35% to 49%	60%	70%	60%	70%
50% to 74%	80%	80%	80%	80%
75% to 100%	90%	90%	85%	85%

Form 471 Walkthrough

Slides 45-136

[Return to Presentation Contents](#)

Guide to Walkthrough Slides

- These walkthrough slides demonstrate how to create various funding requests and purchase types, including:
 - **Basic Information and Entity Information** ([slides 48-55](#))
 - **Internet Access under a new contract with 2nd line item for installation** ([slides 56-83](#))
 - **Internet Access under a continuing contract** ([slides 84-96](#))
 - **Bookmobile hotspot (cellular data) service paid month-to-month** ([slides 97-118](#))
 - **Review and Certification** ([slides 119-125](#))
 - **After You've Certified** ([slides 126-136](#))

Contact KDLA for Help

KDLA's Technology Consultant can provide one-on-one assistance for form filing over the phone or through screen sharing: lauren.abner@ky.gov or (502) 564-1728

Basic Information and Entity Information Slides 48-55

[Return to Presentation Contents](#)

Starting an FCC Form 471

E-rate Productivity Center URL: <https://portal.usac.org/suite/>

The screenshot shows the 'My Applicant Landing Page' interface. At the top, a blue navigation bar contains links for 'News', 'Tasks (1)', 'Records', 'Reports', and 'Actions'. The 'Tasks (1)' link is circled in yellow, with a line pointing to a yellow callout box. The page header includes the 'Universal Service Administrative Co.' logo and the text 'Training' and 'Welcome, Pioneer County Public Library System!'. A section titled 'Pending Inquiries' is visible. On the right, a list of links includes 'Funding Request Report', 'FCC Form 470', 'FCC Form 471' (circled in pink with a line pointing to a pink callout box), 'FCC Form 486', 'Appeal', 'FCC Form 500', 'SPIN Change', 'Service Substitution', 'Manage Users', 'Manage Organizations', 'USAC Website', 'Contact Us', and 'Help'. Below the links, there is a table with columns for 'Outreach Type', 'Date Sent', 'Due Date', 'Extn.', and 'Status'. A 'CLEAR FILTERS' button is also present.

Reopen a Form 471 you've started
– The E-rate Productivity Center will save your progress as you work on forms. Go to the Tasks list to reopen a form that has not yet been certified.

Start a new Form 471 by clicking on the FCC Form 471 link from My Applicant Landing Page.

Application Nickname

FCC Form 471 - Funding Year 2020

Pioneer County Public Library System (BEN: 208) - FY 2020

Last Saved:

Basic Information

Entity Information

Where applicable, we've completed this section of the form based on information from your applicant profile first by going to your entity record, and clicking Manage Organization from the Related administrator or create a customer service case to request updates to your applicant entity's profile.

> FCC Notice Required By The Paperwork Reduction Act (OMB Control Number: 3060-0806)

Billed Entity Information

Pioneer County Public Library System

100 Main Street

Boonesburg, KY 41700

111-222-3333

library.system10.user1@mailinator.com

Billed Entity Number: 208

FCC Registration Number: 0123456789

Applicant Type: Library System

Application Nickname

Please enter an application nickname here. ⓘ *

FY 2020 Form 471 for Category One

FCC Form 471 Help

Show Help

DISCARD FORM

If you started a new form accidentally, click on Discard Form and confirm to delete it permanently.

Enter a nickname that will be easy to identify when searching in future years.

If your Billed Entity Information isn't correct, you'll have to make notes in the narrative on your funding requests because profiles were locked on 1/14/20.

Save & Continue to go to the next page

SAVE & CONTINUE

Contact Information

FCC Form 471 - Funding Year 2020

Pioneer County Public Library System (BEN: 208) - FY

Last Saved: 1/20/2020 8:52 PM EST

Basic Information Entity Information

Next, you will identify the individuals assisting in seeking E-rate support.

Consultant Information

There are currently no consulting firms associated with your organization. If this is in error, please update your organization profile.

Contact Information

Are you the main contact person?

☒ YES ☐ NO

Holiday / Summer Contact Information

Lauren Abner
lauren.abner@ky.gov
(502) 564-1728

Please provide any alternate contact information to use during holiday/ vacation periods including the name of the contact person, email address, and phone number.

FCC Form 471 Help

Show Help

If you aren't the main contact, you can designate another EPC user from your library system. The individual user profile information will appear to the right.

Lauren Abner
library.system10.user1@mailinator.com
502-564-1728

ALWAYS list holiday contact information, even if it's the same as the regular contact info. Otherwise, your reviewer may assume that the library is closed during the summer—*application review could be deferred until September!* Save & Continue.

Category of Service

Pioneer County Public Library System (BEN: 208) - FY 2020 Form 471 for Category One - Form # 201000035

Last Saved: 1/20/2020 8:55 PM EST

Basic Information

Entity Information

Funding Requests

Certify

Next, you will identify the category of service for the product and services you are requesting. If you need help determining the correct category of service, please review the Eligible Services List on the USAC website.

Category of Service

What is the category of service for the product and services that you are requesting?

You can only select one Category of Service per FCC Form 471. You can submit a second application for the other Category of Service.

CATEGORY 1 ✓

- Data Transmission and/or Internet Access

CATEGORY 2

- Basic Maintenance of Internal Connections
- Internal Connections
- Managed Internal Broadband Services

FCC Form 471 Help

Show Help

BACK

DISCARD FORM

SAVE & CONTINUE

Click on the Category 1 button so it turns blue. You can select only one Category of Service on each Form 471. Once you hit the Save & Continue button, you cannot change your selection.

Entity Information

FCC Form 471 - Funding Year 2020

Pioneer County Public Library System (BEN: 208) - FY 2020 Form 471 for Category One - Form # 201000035

Last Saved: 1/20/2020 8:56 PM EST

Basic Information

Entity Information

Funding Requests

Certify

We've completed this section of the form based on information from your applicant entity's profile. If any of the non-editable information is incorrect, or you wish to change the information, please update your profile first by going to your entity record, and clicking Manage Organization from the Related Actions menu. If you do not have access to Manage Organization, please contact your applicant entity's account administrator or create a customer service case to request updates to your applicant entity's profile.

Entity Information

FSCS Code	Urban/Rural Status	School District in which the main branch is located	School District Number in which the main branch is located	Library System Attribute
	Rural	School District 1	145	Public Library System

FCC Form 471 Help

Show Help

BACK DISCARD FORM

SAVE & SHARE SAVE & CONTINUE

This information about your library system is pulled from the E-rate Productivity Center Profile. The FSCS (Federal-State Cooperative System) Code is optional. Save & Continue.

Related Entities

This section will be blank for independent libraries with no branches assigned in EPC

Basic Information

Entity Information

Funding Requests

Certify

We've completed this section of the form based on information from your applicant entity's profile. If any of the non-editable information is incorrect, or you wish to change the information, please update your profile first by going to your entity record, and clicking Manage Organization from the Related Actions menu. If you do not have access to Manage Organization, please contact your applicant entity's account administrator or create a customer service case to request updates to your applicant entity's profile.

Related Entity(ies) Information

Library systems derive their discount rate in part based on the student count from the school district in which the main branch is located. Fields with '*' next to them are not sortable.

Name	Entity Number	FSCS Code*	Locale Code*	Urban/Rural Status*	NIF*	Total square footage of library outlet*	Is this the main branch?*	School District in which the main branch is located*	School District Number in which the main branch is located*	Library Attributes*	Annexes*
Loganville Branch Library	209			Rural	Yes		No				View Annexes
Pioneer County Bookmobile	211			Rural	No	120	No			Public Library, Bookmobile	View Annexes
Pioneer County Public Library Main Branch	210			Rural	No	16000	Yes	School District 1	145	Public Library, Main Branch	View Annexes

FCC Form 471 Help

If any information about branches is incorrect, you'll have to make notes in the narrative because EPC profiles were locked 1/14/20.

Annexes are separate buildings considered to be part of the same library branch. Only 1 Kentucky library has an annex for E-rate purposes.

[SAVE & CONTINUE](#)

Discount Calculation

Basic Information

We've completed this section of the form based on information by going to your entity record, and clicking Manage Organization customer service case to request updates to your applicant entity.

Requested Discount Calculation

More than 50 percent of your library outlets/branches must be in a rural area.

To determine your library system's discount rate, EPC automatically pulls the urban/rural status from your library system's profile and the school lunch data from the appropriate district's profile. Save & Continue.

This discount rate has not been approved for the current year.

Associated School District Full-time Enrollment	Associated School District NSLP Count	Associated School District NSLP Percentage	Library System Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate
801	628	78%	Rural	90%	85%

HIDE ADDITIONAL INFORMATION

Entity Name	BEN	Urban/Rural Status	Main Branch?
Pioneer County Public Library Main Branch	210	Rural	Yes
Pioneer County Bookmobile	211	Rural	No

FCC Form 471 Help

Show Help

BACK

DISCARD FORM

SAVE & CONTINUE

Toggle the Show/Hide Additional Information button to see information about additional branch entities in your library system.

Example FRN: Internet Access under a new contract

Slides 56-83

Example of a funding request for monthly internet service under a new contract with 2nd line item for installation

[Return to Presentation Contents](#)

Adding Funding Requests

FCC Form 471 - Funding Year 2020

Pioneer County Public Library System (BEN: 208) - FY 2020 Form 471 for Category One - Form # 201000035

Last Saved: 1/20/2020 8:56 PM EST

Basic Information

Entity Information

Funding Requests

Certify

This page displays all of the funding requests for this application. From here you can create a new FRN, or edit or delete an existing one.

Funding Requests

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
You haven't created any Funding Requests (FRNs) yet. Click the "Add FRN" button to start creating your first FRN				

FCC Form 471 Help

Show Help

[BACK](#) [DISCARD FORM](#)

Adding Funding Request Numbers (FRNs) is a two-step process: Add FRN, then Manage FRN Line Items.

[ADD FRN](#)

[EDIT FRN](#)

[REMOVE FRN](#)

[SAVE & SHARE](#)

[REVIEW FCC FORM 471](#)

Funding Request Key Information

On this page, you will select a nickname and the service type of the product and services that you are requesting.

Funding Request Key Information

Please enter a Funding Request Nickname here ⓘ *

Main Branch Internet

Enter a nickname for the FRN.

Is this Funding Request a continuation of an FRN from a previous funding year?

YES

NO ✓

For new service, answer No. For continuing contracts, answer Yes and list the Funding Request Number (FRN) from last year's Form 471, list that FRN.

Copy FRN

If you want to copy an existing Funding Request, select Copy FRN below. Note that

COPY FRN

For new service, skip this option. The Copy FRN function can be used for continuing contracts to pull the data from a previous year's funding request.

Service Type

What is the service type of the product and services that you are requesting?

Data Transmission and/or Internet Access

FCC Form 471 Help

Show Help

CANCEL

For Category One, the Service Type automatically displays the only option, Data Transmission and Internet Access.

After answering all the Funding Request Key Information questions, click on Continue.

CONTINUE

FRN Contract

FCC Form 471 - Funding Year 2020

Pioneer County Public Library System (BEN: 208) - FY 2020 Form 471 for Category One - Form # 201000035

Last Saved: 1/20/2020 8:56 PM EST

Basic Information

Entity Information

Funding Requests

Certify

Next, you will identify the purchasing agreement type for the product and services you are requesting.

FRN Contract

How are the services for this FRN being purchased?

Contract information is stored in your Profile; you can add a new Contract at any time. Details about your Tariff and Month-to-Month services will be entered in your FRN.

CONTRACT ✓

TARIFF

MONTH-TO-MONTH

FCC Form 471 Help

Show Help

BACK

CANCEL

CONTINUE

Choose whether the purchase of this service is Contract, Tariff, or Month-to-Month. If you choose Contract, you must add the relevant contract record to your library system's profile. See [Contract Records section](#) for instructions. Click on Continue.

Associate a Contract (1/2)

FCC Form 471 - Funding

Pioneer County Public Library

Last Saved: 1/20/2020 8:56 PM EST

Basic Information

Next, you will associate a contract to your FRN. Please

▼ Associate a Contract

Search by Creating Organization BEN

208

Please note that BEN is a required field and you can use other search fields to narrow down your result.

Search by Contract ID

Search by Nickname (All or Partial)

Search by Contract No.

CLEAR FILTERS

SEARCH

<input type="checkbox"/>	Contract ID	Contract Number	Nickname	Award Date	Creating Organization BEN
<input checked="" type="checkbox"/>	6127	123456	Pioneer County Telecom 2020-22	1/17/2020	208
<input type="checkbox"/>	5337		Pioneer County Networking Inc. Internal Connections Contract FY 2019	1/28/2019	208

Check the box beside the appropriate contract, and the contract details will appear below – see next slide.

Associate a Contract (2/2)

When you check the box beside a contract from the search results, the Contract Summary will show details from the EPC Contract Record saved on your library's profile.

Contract Summary - Pioneer County Telecom 2020-22

Contract Number 123456

Establishing FCC #200000078
Form 470

Award Date 1/17/2020

Expiration Date (All
Extensions)

Account Number 987654321

Service Provider USAC Service Provider Organization 1 (SPIN: 14010001)

Includes Voluntary
Extensions? No

Remaining Voluntary
Extensions

Total Remaining
Contract Length

Pricing Confidentiality

There is no rule, statute, or other restriction which prohibits publication of the specific pricing information for this contract.

Contract Information (Additional)

What is the service start date? ⓘ *

07/01/2020

Enter the date when services will start for this Funding Year

What is the date your contract expires for the current term of the contract? ⓘ *

06/30/2022

At the bottom left, the service start date will automatically appear as 7/1/2020, the earliest date for service in Funding Year 2020; if relevant, update the service start date for contracts that start mid-year. At the bottom right, add the current contract expiration date (without voluntary extensions that haven't yet been exercised.) Then click on Continue.

CONTINUE

Fiber Request Key Information

Basic Information

Entity Information

Funding Requests

Certify

Next, you will designate whether this FRN includes a Fiber or Wireless Request.

Fiber Request Key Information

Does this FRN include a request for any of the following eligible services?

- **Special construction.** One-time, upfront costs associated with the construction of fiber optic network infrastructure.
- **Maintenance and operations.** Costs associated with the ongoing maintenance and operation of fiber optic network infrastructure.
- **Network equipment.** Costs associated with the purchase of fiber optic network equipment.

If any of the above apply, select "Yes" below.

Select "No" if you are only seeking support for the monthly rental of fiber optic network infrastructure.

Notes:

- If you are seeking support for both the Special Construction and Maintenance and Operations costs, you should create multiple FRNs, in each FRN selecting only the applicable cost category.
- If you select "Yes" below, you should create separate FRNs for Special Construction, Maintenance and Operations, and Network Equipment, and bundle them pursuant to a single contract for the entire project.

☐ YES☒ NO

FCC Form 471 Help

Show Help

BACK

CANCEL

CONTINUE

You must indicate whether Category One Internet requests include special fiber construction charges, maintenance & operation costs for dark fiber or self-provisioned networks, or modulating electronics required to make dark fiber or self-provisioned networks functional. Most libraries will answer No to this question. Then click on Continue.

Narrative

Pioneer County Public Library System (BEN: 208) - FY 2020 Form 471 for Category One - Form # 201000035

Last Saved: 1/20/2020 8:56 PM EST

Basic Information

Entity Information

Funding Requests

Certify

Narrative

Provide a brief explanation of the products and services that you are requesting, or provide any other relevant information regarding this Funding Request. You should also use this field to describe any updates to your entity data, such as revised student counts, entity relationships, etc, that you were unable to make after the close of the Administrative filing window for profile updates. These changes will be addressed during the application review process. *

Monthly 200x200 Mbps fiber internet charges with 5 static IP addresses for Main Branch with one-time installation fee

Enter a brief explanation for your request. If needed, make notes about address changes that weren't entered before the profiles locked for the filing window. Example text says: *Monthly 200x200 Mbps fiber internet charges with 5 static IP addresses for Main Branch with one-time installation fee*

BACK

CANCEL

SAVE & CONTINUE

Save & Continue returns you to the main Funding Requests page so you can add one or more line items to the FRN.

Manage FRN Line Items

FCC Form 471 - Funding Year 2020

Pioneer County Public Library System (BEN: 208) - FY 2020 Form 471 for Category One - Form # 201000035

Last Saved: 1/20/2020 9:38 PM EST

Basic Information

Entity Information

Funding Requests

Certify

This page displays all of the funding requests for this application. From here you can create a new FRN, or edit or delete an existing one.

Funding Requests

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	2099000022	Main Branch Internet	0	

ADD FRN

EDIT FRN

REMOVE FRN

FCC Form 471 Help

Show Help

BACK

DISCARD FORM

The second part of adding a funding request is to Manage FRN Line Items. Click on the funding request number in the FRN column.

SAVE & SHARE

REVIEW FCC FORM 471

Add New FRN Line Item

Pioneer County Public Library System (BEN: 208) - FY 2020 Form 471 for Category One

Last Saved: 1/20/2020 9:38 PM EST

Basic Information

Entity Information

Funding Requests

This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and their

FRN Line Items for FRN #2099000022 - Main Branch Internet

<input type="checkbox"/>	FRN Line Item Number	↓	Function	Type of Product	Quantity	One-time Quantity
--------------------------	----------------------	---	----------	-----------------	----------	-------------------

You haven't created any FRN Line Items yet. Click the 'Add New FRN Line Item' button to start creating your first FRN Line Item.

ADD NEW FRN LINE ITEM

REMOVE FRN LINE ITEM

BULK UPLOAD

FCC Form 471 Help

Show Help

Add as many line items for this service as needed. Most Category One FRNs will have only 1 line item. Some libraries may add 2nd or 3rd line items for installation or for eligible fees (Universal Service Fund fees, Federal Access Recovery Fee/Charge, etc.).

USAC provides a template for bulk uploads of line item information, but this function is used mostly by large school districts or consortia for Category One requests.

& SHARE

CONTINUE

Product and Service Details

Basic Information Entity Information Funding Requests

Please enter Product and Service Details Information for this Data Transmission and/or Internet Access Line Item

Product and Service Details for new FRN Line Item for FRN #2099000022

Purpose ⓘ *

- ☒ Internet access service that includes a connection from any applicant site directly to the Internet Service Provider
- ☐ Data Connection between two or more sites entirely within the applicant's network
- ☐ Data connection(s) for an applicant's hub site to an Internet Service Provider or state/regional network where Internet access service is provided
- ☐ Internet access service with no circuit (data circuit to ISP state/regional network is billed separately)

Function ⓘ *

Fiber

Type of Connection *

Ethernet

[FCC Form 471 Help](#)

[Show Help](#)

[CANCEL](#) [CONTINUE](#)

Purpose: Most libraries will choose the 1st purpose which combines internet with transport. Libraries with a Wide Area Network (WAN) may choose the 2nd purpose for their transport circuit connecting branches.

Choose the Function and then Type of Connection. For new/upgraded service, the establishing FY 2020 Form 470 must have included a service request for the Function, '*Leased Lit Fiber (with or without Internet Access)*' in order to select 'Fiber' as a Function on the Form 471. Then click on Continue.

See next slide for tables on internet/transport functions and types of connection.

Internet/Transport FRNs – Functions, Connections

Function	Types of Connection
Fiber	DS-1
	DS-3
	DS-4
	Dark Fiber (No Special Construction)
	Dark Fiber IRU (No Special Construction)
	OC-1
	OC-3
	OC-12
	OC-24
	OC-48
	OC-192
	OC-256
	OC-768
	Switched Multimegabit Data Service
	OC-N (TDM Fiber) – common for Charter Communications (Spectrum)
	Digital Subscriber Line (DSL)
	Ethernet – common for AT&T, Windstream, and other fiber providers
	MPLS

Function	Types of Connection
Other	Broadband Over Power Lines
	Radio Loop
	Other (enter Type of Connection)

Function	Types of Connection
Copper	ATM
	ISDN-BRI
	Cable Modem
	T-1
	T-3
	T-4
	T-5
	Digital Subscriber Line (DSL)
	Ethernet
	Fractional T-1
	Frame Relay
	Switched Multimegabit Data Service

Function	Types of Connection
Wireless	Microwave
	Satellite Service
	Data plan for portable device
	Wireless data service

Function	Types of Connection
Miscellaneous	Maintenance and Technical Support
	Installation, Activation, and Initial Configuration
	Taxes and USF Fees

Red text = most common options for Kentucky libraries

Bandwidth Speed

Basic Information Entity Information **Funding Requests** Certify

Please enter Bandwidth Speed Information for this Data Transmission and/or Internet Access Line Item

Bandwidth Speed for new FRN Line Item for FRN #2099000022 - Main Branch Internet

Bandwidth Download Speed *

Bandwidth Download Units *

Bandwidth Upload Speed *

Please specify the upload speed if it is different than the download speed.

Bandwidth Upload Units *

Burstable Bandwidth?

Connection Information

Basic Information

Entity Information

Funding Requests

Certify

Please enter Connection Information for this Data Transmission and/or Internet Access Line Item

Connection Information for new FRN Line Item for FRN #2099000022 - Main Branch Internet

Is this a direct connection to a single school, library or a NIF for Internet access? ⓘ *

Note: If the request is for direct connections, you will be required to allocate the total number of lines (monthly quantity) among the recipients listed for this line item.

YES ✓

NO

Is this a connection between eligible schools, libraries and NIFs (i.e., a connection that provides a "Wide area network")? ⓘ *

YES

NO ✓

Does this include firewall services? *

YES

NO ✓

FCC Form 471 Help

Most libraries will answer Yes to the 1st question and No to the 2nd question. You *cannot* answer Yes to both these questions.

'Is this a direct connection...' = the building has its own line/circuit for internet

'Is this a connection between eligible libraries' = WAN circuit between branches

Most libraries will answer No.

This question asks whether your internet service provider handles firewall service (not whether the library owns its own firewall appliance installed on the network). Continue.

CONTINUE

Cost Calculation (1/2)

Please enter Cost Information for this Data Transmission and/or Internet Access Line Item. All fields in the grid below are required. Please

Cost Calculation for new FRN Line Item for FRN #2099000022 - Main Branch Inter

Monthly Cost	
Monthly Recurring Unit Cost	\$625.00
Monthly Recurring Unit Ineligible Costs	\$0.00
Monthly Recurring Unit Eligible Costs	= \$625.00
Monthly Quantity	1
Total Monthly Eligible Recurring Costs	= \$625.00
Months of Service	x 12
Total Eligible Recurring Costs	= \$7,500.00

Total Eligible Recurring Costs = total monthly cost of all lines/circuits

[> More Help with the Costs Above](#)
[FCC Form 471 Help](#)

Show Help

BACK CANCEL

Click on 'More Help' to view definitions for each field.

SAVE & CONTINUE

Notes on Monthly Cost fields:

Must complete ALL fields.

Monthly Recurring Unit Cost = total monthly internet/transport charge per line/circuit including static IP addresses.

Monthly Recurring Unit Ineligible Costs = probably \$0.00 since most internet/transport charges are eligible; the amount you enter in this field is subtracted from the amount in the field above

Monthly Quantity = the number of lines/circuits for this service

Cost Calculation (2/2)

Please enter Cost Information for this Data Transmission and/or Internet Access Line Item. All fields in the grid below are required. Please enter zero if funds are not requested for that field.

Notes on One-Time Cost fields:

Must complete ALL fields.

One-time Unit Cost = For monthly service line items, put \$0.00; for installation line items, enter the full amount of the one-time installation fee

One-time Unit Ineligible Cost = probably \$0.00; installation for internet/transport should be fully eligible; the amount you enter in this field is subtracted from the amount in the field above

One-time Quantity = For monthly service line items, enter 0; for installation line items, enter 1.

Main Branch Internet

One-Time Cost

One-time Unit Cost	\$0.00
One-time Ineligible Unit Cost	\$0.00
One-time Eligible Unit Cost	= \$0.00
One-time Quantity	0
Total Eligible One-time Costs	= \$0.00

Summary

Total Eligible Recurring Costs	\$7,500.00
Total Eligible One-time Costs	+ \$0.00
Pre-Discount Extended Eligible Line Item Cost	= \$7,500.00

[More Help with the Costs Above](#)
[FCC Form 471 Help](#)

Show Help

BACK CANCEL

Click on 'More Help' to view definitions for each field.

Pre-Discount Extended Eligible Line Item Cost = full, eligible cost of this service during the funding year.

SAVE & CONTINUE

Save & Continue to next page.

Select Recipients

Next, you will select Recipients of Service for your Line Item

Manage Recipients of Service

Is every entity for this organization receiving service?

YES

NO ✓

All Entities

Search by BEN

Please select the organizations you wish to include as recipients of service for this FRN a

<input type="checkbox"/>	BEN	BEN Name
<input checked="" type="checkbox"/>	21	Pioneer County Public Library Main Bra
<input type="checkbox"/>	211	Pioneer County Bookmobile
<input type="checkbox"/>	209	Loganville Branch Library

Library systems with multiple branches must indicate which branches are receiving the services listed on each line item. ***If all branches will receive this service***, answer Yes to the first question and Continue to the next page.

If not all branches will receive this service, then answer No to the first question, check the box beside the branch(es) to receive service, and then click the Add button. Those entities will then appear under Selected Entities. Save & Continue.

ADD

Selected Entities

<input type="checkbox"/>	BEN	BEN Name
No items available		

Recipients of Service

Recipients of Service for FRN Line Item #2099000022.001

Pioneer County Public Library System (BEN: 208) - FY 2020 Form 471 for Category One - Form # 201000035

Last Saved: 1/20/2020 10:28 PM EST

Basic Information

Entity Information

Funding Requests

Certify

Next, you will review the Recipients Of Service selected for this line item. If any updates are needed, please go back to the previous page and update the selected Recipients of Service accordingly.

Recipients of Service for FRN Line Item #2099000022.001

BEN	Name	
210	Pioneer County Public Library Main Branch	↑

FCC Form 471 Help

Show Help

BACK CANCEL

CONTINUE

The Recipient(s) of Service selected on the previous page will be listed. Click on Continue to return to the FRN Line Items page.

FRN Line Items Page – Add 2nd

Basic Information

Entity Information

Funding Requests

Certify

This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and their recipients of service.

FRN Line Items for FRN #2099000022 - Main Branch Internet

<input type="checkbox"/>	FRN Line Item Number ↓	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	2099000022.001	Fiber	Ethernet	1	0	\$7,500.00

ADD NEW FRN LINE ITEM

REMOVE FRN LINE ITEM

BULK UPLOAD

SAVE & SHARE

CONTINUE

FCC Form 471 Help

The line item page will show the total eligible charges requested for each line item; **most Category One requests have only one line item**, but you can add another line item to the same FRN by clicking on the blue Add New FRN Line Item button. **In this example, the library will add a 2nd line item to cover installation charges for new internet service.**

Product and Service Details

Basic Information Entity Information Funding Requests

Please enter Product and Service Details Information for this Data Transmission and/or Internet Access Line Item

Product and Service Details for new FRN Line Item for FRN #2099000022

Purpose ? *

- ☒ Internet access service that includes a connection from any applicant site directly to the Internet Service Provider
- ☐ Data Connection between two or more sites entirely within the applicant's network
- ☐ Data connection(s) for an applicant's hub site to an Internet Service Provider or state/regional network where Internet access is provided
- ☐ Internet access service with no circuit (data circuit to ISP state/regional network is billed separately)

Function ? *

Miscellaneous

Type of Connection *

Installation, Activation and Initial Configuration

FCC Form 471 Help

Show Help

CANCEL CONTINUE

Purpose: For an installation line item, select the purpose that matches the service requested on the 1st line item – internet with transport.

Choose the Function and then Type of Connection. For an installation line item, select Function: Miscellaneous and Type of Connection: Installation, Activation and Initial Configuration. Then click on Continue.

See [slide 67](#) for tables on internet/transport Functions and Types of Connection.

Bandwidth Speed

For an installation line item, answer these questions the same as you did for the 1st line item for the monthly service.

Basic Information Entity Information **Funding Requests** Certify

Please enter Bandwidth Speed Information for this Data Transmission and/or Internet Access Line Item

Bandwidth Speed for new FRN Line Item for FRN #2099000022 - Main Branch Internet

Bandwidth Download Speed *

Bandwidth Download Units *

Bandwidth Upload Speed *

Please specify the upload speed if it is different than the download speed.

Bandwidth Upload Units *

Burstable Bandwidth?

Connection Information

For an installation line item, answer these questions the same way as you did for the 1st line item for the monthly service.

Basic Info

Certify

Please enter Connection Information for this Data Transmission and/or Internet Access Line Item

Connection Information for new FRN Line Item for FRN #2099000022 - Main Branch Internet

Is this a direct connection to a single school, library or a NIF for Internet access? ⓘ *

Note: If the request is for direct connections, you will be required to allocate the total number of lines (monthly quantity) among the recipients listed for this line item.

YES ✓

NO

Is this a connection between eligible schools, libraries and NIFs (i.e., a connection that provides a "Wide area network")? ⓘ *

YES

NO ✓

Does this include firewall services? *

YES

NO ✓

Most libraries will answer No.

This question asks whether your internet service provider handles firewall service (not whether the library owns its own firewall appliance installed on the network). Continue.

FCC Form 471 Help

Most libraries will answer Yes to the 1st question and No to the 2nd question. You *cannot* answer Yes to both these questions.

'Is this a direct connection...' = the building has its own line/circuit for internet

'Is this a connection between eligible libraries' = WAN circuit between branches

CONTINUE

Cost Calculation (1/2)

Basic Information Entity Information **Funding Requests** Certify

Please enter Cost Information for this Data Transmission and/or Internet Access Line Item. All fields in the grid below are required. Please enter zero if funds are not requested for that field.

Cost Calculation for new FRN Line Item for FRN #2099000022 - Main Branch Internet

Monthly Cost	
Monthly Recurring Unit Cost	<input type="text" value="\$0.00"/>
Monthly Recurring Unit Ineligible Costs	<input type="text" value="\$0.00"/>
Monthly Recurring Unit Eligible Costs	= \$0.00
Monthly Quantity	<input type="text" value="0"/>
Total Monthly Eligible Recurring Costs	= \$0.00
Months of Service	x 12
Total Eligible Recurring Costs	= \$0.00

One-Time Cost	
One-time Unit Cost	<input type="text"/>
One-time Ineligible Costs	<input type="text"/>
One-time Eligible Costs	<input type="text"/>
One-time Quantity	<input type="text"/>
Total Eligible One-time Costs	= \$250.00
Summary	
Total Eligible Recurring Costs	\$0.00
Total Eligible One-time Costs	+ \$250.00
Pre-Discount Extended Eligible Line Item Cost	= \$250.00

Notes on Monthly Cost fields:
Must complete ALL fields.
For an installation line item, enter zeros for all the monthly cost boxes

Total Eligible Recurring Costs = total monthly cost of all lines/circuits

[> More Help with the Costs Above](#)
[FCC Form 471 Help](#)

Show Help

Click on 'More Help' to view definitions for each field.

BACK CANCEL

SAVE & CONTINUE

Cost Calculation (2/2)

Basic Information	Entity Information	Funding Requests	Certify
Please enter Cost Information for this Data Transmission and/or Internet Access Line Item. All fields in the grid below are required. Please enter zero if funds are not requested for that field.			

Cost Calculation for new FRN Line Item for FRN #2099000022 - Main Branch Internet

Notes on One-Time Cost fields:

Must complete ALL fields.

One-time Unit Cost = enter the one-time cost for installing/upgrading the internet service

One-time Unit Ineligible Cost = probably \$0.00; installation for internet/transport should be fully eligible; the amount you enter in this field is subtracted from the amount in the field above

One-time Quantity = Enter 1 for the number of times your library will be charged for installation

One-Time Cost	
One-time Unit Cost	\$250.00
One-time Ineligible Unit Cost	\$0.00
One-time Eligible Unit Cost	= \$250.00
One-time Quantity	1
Total Eligible One-time Costs	= \$250.00
Summary	
Total Eligible Recurring Costs	\$0.00
Total Eligible One-time Costs	+ \$250.00
Pre-Discount Extended Eligible Line Item Cost	= \$250.00

> More Help with the Costs Above
FCC Form 471 Help

Show Help

Click on 'More Help' to view definitions for each field.

Pre-Discount Extended Eligible Line Item Cost =
the cost for installation

Save & Continue to next page.

SAVE & CONTINUE

Select Recipients

Next, you will select Recipients of Service for your Line Item

Manage Recipients of Service

Is every entity for this organization receiving service?

YES

NO ✓

All Entities

Search by BEN

Please select the organizations you wish to include as recipients of service for this FRN a

<input type="checkbox"/>	BEN	BEN Name
<input checked="" type="checkbox"/>	21	Pioneer County Public Library Main Bra
<input type="checkbox"/>	211	Pioneer County Bookmobile
<input type="checkbox"/>	209	Loganville Branch Library

Library systems with multiple branches must indicate which branches are receiving the services listed on each line item. ***If all branches will receive this service***, answer Yes to the first question and continue to the next page.

If not all branches will receive this service, then answer No to the first question, check the box beside the branch(es) to receive service, and then click the Add button. Those entities will then appear under Selected Entities. Save & Continue.

ADD

Selected Entities

<input type="checkbox"/>	BEN	BEN Name
No items available		

Recipients of Service

Recipients of Service for FRN Line Item #2099000022.001

Pioneer County Public Library System (BEN: 208) - FY 2020 Form 471 for Category One - Form # 201000035

Last Saved: 1/20/2020 10:28 PM EST

Basic Information

Entity Information

Funding Requests

Certify

Next, you will review the Recipients Of Service selected for this line item. If any updates are needed, please go back to the previous page and update the selected Recipients of Service accordingly.

Recipients of Service for FRN Line Item #2099000022.001

BEN	Name	
210	Pioneer County Public Library Main Branch	↑

FCC Form 471 Help

Show Help

BACK CANCEL

CONTINUE

The Recipient(s) of Service selected on the previous page will be listed. Click on Continue to return to the FRN Line Items page.

FRN Line Items Page

Basic Information

Entity Information

Funding Requests

Certify

This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and their recipients of service.

FRN Line Items for FRN #2099000022 - Main Branch Internet

<input type="checkbox"/>	FRN Line Item Number ↓	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	2099000022.002	Miscellaneous	Installation, Activation and Initial Configuration	0	1	\$250.00
<input type="checkbox"/>	2099000022.001	Fiber	Ethernet	1	0	\$7,500.00

ADD NEW FRN LINE ITEM

REMOVE FRN LINE ITEM

BULK UPLOAD

SAVE & SHARE

CONTINUE

The line item page will show the total eligible charges requested for each line item. If there are no other line items for this funding request, click on Continue to return to the main Funding Requests page.

Funding Requests Page

FCC Form 471 - Funding Year 2020

Pioneer County Public Library System (BEN: 208)

Last Saved: 1/21/2020 1:14 PM EST

Basic Information

Entity Information

This page displays all of the funding requests for this application. From here you

Funding Requests

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	2099000022	Main Branch Internet	2	\$6,975.00

Once you've completed the line item(s) for an FRN, the Funding Requests page will apply the appropriate discount rate to show how much funding is being requested for the FRN.

If you have more Category One funding requests to add to this application, click on the blue Add FRN button. To Edit FRN or Remove FRN, check the box beside the FRN in the Funding Requests grid, then select the appropriate button.

ADD FRN

EDIT FRN

REMOVE FRN

SAVE & SHARE

REVIEW FCC FORM 471

If all FRNs have been completed, click on Review FCC Form 471. Skip to the [Review & Certification](#) section for the next instructions.

Example FRN: Internet Access under a Continuing Contract

Slides 84-96

Example of a funding request for internet access that continues from a contract approved in a previous E-rate Funding Year

[Return to Presentation Contents](#)

Adding Funding Requests

FCC Form 471 - Funding Year 2020

Pioneer County Public Library System (BEN: 208) - FY 2020 Form 471 for Category One - Form # 201000035

Last Saved: 1/21/2020 1:14 PM EST

Basic Information

Entity Information

Funding Requests

Certify

This page displays all of the funding requests for this application. From here you can create a new FRN, or edit or delete an existing one.

Funding Requests

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	2099000022	Main Branch Internet	2	\$6,975.00

ADD FRN

EDIT FRN

REMOVE FRN

FCC Form

Show Help

BACK

DISC

Adding Funding Request Numbers (FRNs) is a two-step process: Add FRN, then Manage FRN Line Items.

SAVE & SHARE

REVIEW FCC FORM 471

Funding Request Key Information

Basic Information

Entity Information

Funding Requests

Certify

On this page, you will select a nickname and the service type of the product and services that you are requesting

Funding Request Key Information

Please enter a Funding Request Nickname here ⓘ *

Internet continuing contract

Enter a nickname for the FRN.

Is this Funding Request a continuation of an FRN from a previous funding year? *

YES

NO

Skip the question about continuation of a previous FRN for now.

Copy FRN

If you want to copy an existing Funding Request, select Copy FRN below. Note that if an FCDL has been issued for the FRN, the approved version of the FRN will be copied.

COPY FRN

Service Type

What is the service type of the product and service?

Data Transmission and/or Internet Access

FCC Form 471 Help

Show Help

Clicking on Copy FRN will take you to a page where you can search for the previous FRN. All the details from the previous FRN will be added to the form. You can make updates if needed, but this feature saves you time if the service is still under contract and no changes in service have been made.

CANCEL

CONTINUE

Copy FRN: Search

To search for an FRN to copy into this year's form, you'll need to know the FRN number or the Form 471 # it appeared on. Searching by FRN Number is more exact – you're less likely to select the wrong FRN to copy.

PRO TIP: After typing the FRN Number, highlight and then copy the number so you can paste it again in a moment.

Basic

To search for the FRN you wish to copy, please enter either the FCC Form 471 number or the FRN number. You do not need to enter both the application number and the FRN.

Search for FRN

Search by FCC Form 471

Search by FRN Number

1999000061

CLEAR FILTERS

SEARCH

Select an FRN

*

<input checked="" type="checkbox"/>	FCC Form 471	FRN Number	FRN Nickname	Service Type	Service Provider Name
<input checked="" type="checkbox"/>	191000049	1999000061	Main branch internet 2019-2020	Data Transmission and/or Internet Access	USAC Service Provider Organization 1

FCC Form 471 Help

Show Help

Check the box beside the FRN you want to copy, then click on continue.

BACK

CANCEL

CONTINUE

Copy FRN – Pop-Up Warning

SAVE DRAFT

FCC Form 471 - Funding

Pioneer County Public Library

Last Saved: 1/21/2020 1:14 PM EST

Category One - Form # 201000035

If you continue, FRN data will copy and may take up to one minute to complete. Do you wish to continue?

NO YES

Basic Information Entity Information Funding Requests Certify

To search for the FRN you wish to copy, please enter either the FCC Form 471 number or the FRN number. You do not need to enter both the application number and the FRN.

Search for FRN

Search by FCC Form 471 Search by FRN Number

1999000061

SEARCH

Select a

You'll receive a pop-up warning to let you know that it will take up to one minute for the FRN to copy over to this year's form. Click on Yes to continue.

<input checked="" type="checkbox"/>	FCC Form 471	FRN Number	FRN Nickname	Service type	Service Provider Name
<input checked="" type="checkbox"/>	191000049	1999000061	Main branch internet 2019-2020	Data Transmission and/or Internet Access	USAC Service Provider Organization 1

FCC Form 471 Help

Show Help

BACK CANCEL CONTINUE

Copy FRN – Wait to Refresh

 SAVE DRAFT

FCC Form 471 - Funding Year 2020

Pioneer County Public Library System (BEN: 208) - FY 2020 Form 471 for Category One - Form # 201000035

Last Saved: 1/21/2020 1:14 PM EST

Basic Information

Entity Information

Funding Requests

Certify

FRN is copying and may take up to one minute to complete. Please hit refresh to check if FRN copy is complete.



While the FRN is being copied to the form, you'll see a spinning circle. Wait about 20 seconds before you click on Refresh. If you click too soon, EPC will start the copy process again and you'll have to wait.

REFRESH

Copy FRN – Successful

FCC Form 471 - Funding Year 2020

Pioneer County Public Library System (BEN: 208) - FY 2020 Form 471 for Category One - Form # 201000035

Last Saved: 1/21/2020 1:14 PM EST

Basic Information

Entity Information

Funding Requests

Certify

FRN has been successfully copied.

Program rules prohibit the funding of duplicate services, which means different funding requests cannot contain services that provide the same functionality to the same population in the same location during the same period of time.

Your FRN has been copied in your current FCC Form 471. As you navigate through the FRN, you must review all of the copied data. Please keep in mind:

- To the extent that the current year form does not have the same fields as the form you are copying, the data will not be copied.
- Copy FRN will not copy Service Start and Service End Dates. When entering these Start and End dates, please ensure that the Recipients of Service and the appropriate cost in the line items are correct if the months of service are different from the original FRN.

After clicking on Refresh, you'll see the notice above if the FRN was copied successfully. **IMPORTANT:** You'll need to update the Service Start Date and Service End Date, and you'll need to make sure the charges and Recipients of Service on each line item are correct. Click on Continue.

CONTINUE

Back to Funding Request Key Info

Basic Information

Entity Information

Funding Requests

Certify

On this page, you will select a nickname and the service type of the product and services that you are requesting.

Funding Request Key Information

Please enter a Funding Request Nickname here ? *

Internet continuing contract

Is this Funding Request a continuation of an FRN from a previous funding year?

☒ YES ☐ NO

Previous Year FRN Number *

1999000061

Service Type

What is the service type of the product and services that you are requesting?

Data Transmission and/or Internet Access

Please delete all line items for this Funding Request if you wish to modify the Service Type

CANCEL

CONTINUE

For the 2nd question about whether the Funding Request is a continuation: Click on the No button to uncheck it, click on the Yes button, then retype or paste the number for last year's Funding Request Number in the field that appears.

Once the previous FRN is copied to the form, the question about the Service Type will be answered automatically. Click on Continue.

FRN Contract

FCC Form 471 - Funding Year 2020

Pioneer County Public Library System (BEN: 208) - FY 2020 Form 471 for Category One - Form # 201000035

Last Saved: 1/21/2020 1:14 PM EST

Basic Information

Entity Information

Funding Requests

Certify

Next, you will identify the purchasing agreement type for the product and services you are requesting.

FRN Contract

How are the services for this FRN being purchased?

Contract information is stored in your Profile; you can add a new Contract at any time. Details about your Tariff and Month-to-Month services will be entered in your FRN.

CONTRACT ✓

TARIFF

MONTH-TO-MONTH

FCC Form 471 Help

Show Help

BACK

CANCEL

The purchase type—Contract—will already be checked since this information was pulled from the previous FRN. Click on Continue.

CONTINUE

Update Service Start/Contract Dates

SEARCH FOR CONTRACTS

Contract Summary - Pioneer County Telecom 2019 contract

Contract Number ABC123demo

Establishing FCC #190000193
Form 470

Award Date 1/18/2019

Expiration Date (All Extensions) 6/30/2024

Account Number 502-564

Service Provider USAC Se

Includes Voluntary Extensions? Yes

Remaining Voluntary Extensions 2

Total Remaining Contract Length 60

The Contract Summary from the copied FRN will appear automatically.

Pricing Confidentiality

There is no rule, statute, or other restriction which prohibits publication of the specific pricing information for this contract.

Contract Information (Additional)

What is the service start date? ⓘ *

07/01/2020

Enter the date when services will start for this Funding Year

What is the date your contract expires for the current term of the contract? ⓘ *

06/30/2022

Enter the service start date and current contract expiration. On the left, the Service Start Date should be 7/1/2020 for the beginning of Funding Year 2020 recurring services. On the right, enter the contract expiration for the current term. Note in this example that the contract expiration does not reflect the possible later expiration date if one or more voluntary extensions are exercised. Then click on Continue.

CONTINUE

Fiber Request Key Information

Basic Information

Entity Information

Funding Requests

Certify

Next, you will designate whether this FRN includes a Fiber or Wireless Request.

Fiber Request Key Information

Does this FRN include a request for any of the following eligible broadband options?

- **Special construction.** One-time, upfront costs associated with building out leased lit fiber, leased dark fiber, or a self-provisioned network (i.e. special construction charges), or wireless service; and/or
- **Maintenance and operations.** Costs associated with the maintenance and operations for either a leased dark fiber or self-provisioned network; and/or
- **Network equipment.** Costs associated with the purchase of Network Equipment needed to make leased dark fiber or a self-provisioned network functional (e.g., modulating electronics and other equipment).

If any of the above apply, select "Yes" below.

Select "No" if you are only seeking support for the monthly recurring costs for a dark fiber lease or IRU, or a wireless service.

Notes:

- If you are seeking support for both the Special Construction, Maintenance and Operations, or Network Equipment for a dark fiber lease, a dark fiber lease/IRU, or a wireless service then you create separate FRNs for each of these specific services that are included in that FRN.
- If you select "Yes" below, you should create separate FRNs for special construction, maintenance and operations, and network equipment. If charges for M&O and Network Equipment are bundled pursuant to the FRN option.

YES

NO ✓

FCC Form 471 Help

Show Help

BACK

CANCEL

CONTINUE

The question about special construction, self-provisioning, and dark fiber will already be answered 'No' since the copied FRN didn't include those services. Click on Continue.

Narrative

FCC Form 471 - Funding Year 2020

Pioneer County Public Library System (BEN: 208) - FY 2020 Form 471 for Category One - Form # 201000035

Last Saved: 1/21/2020 1:14 PM EST

Basic Information

Entity Information

Funding Requests

Certify

Narrative

Provide a brief explanation of the products and services that you are requesting, or provide any other relevant information regarding this Funding Request. You should also use this field to describe any updates to your entity data, such as revised student counts, entity relationships, etc, that you were unable to make after the close of the Administrative filing window for profile updates. These changes will be addressed during the application review process. *

Monthly 200x200 fiber internet for the main library with 5 static IP addresses

Please note that the library will move to a new address, 123 Example Way, Boonesburg, KY 41700, in December 2020

Update the narrative field, if needed. Remember to make notes if entity profile updates should be made. Save & Continue to return to the main Funding Requests page.

BACK

CANCEL

SAVE & CONTINUE

Funding Requests Page

This page displays all of the funding requests for this application. From here

Funding Requests

To create or update specific FRN Line Item(s), please click on the FRN number below.

<input type="checkbox"/>	FRN	Nickname		
<input type="checkbox"/>	2099000025	Internet continuing contract		
<input type="checkbox"/>	2099000022	Main Branch Internet	2	\$6,975.00

BEST PRACTICE: Click on the FRN Number to go to the line item page. Review each line item, particularly checking for one-time fees like installation that should be removed for the 2nd, 3rd, etc. years of the contract.

If you have more Category One funding requests to add to this application, click on the blue Add FRN button. To Edit FRN or Remove FRN, check the box beside the FRN in the Funding Requests grid, then select the appropriate button.

ADD FRN

EDIT FRN

REMOVE FRN

SAVE & SHARE

REVIEW FCC FORM 471

If all FRNs have been completed, click on Review FCC Form 471. Skip to the [Review & Certification](#) section for the next instructions.

**Example FRN: Bookmobile
Hotspot (cellular data) service
paid month-to-month
Slides 97-118**

[Return to Presentation Contents](#)

Adding Funding Requests

Basic Information

Entity Information

Funding Requests

Certify

This page displays all of the funding requests for this application. From here you can create a new FRN, or edit or delete an existing one.

Funding Requests

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	2099000025	Internet continuing contract	1	\$6,975.00
<input type="checkbox"/>	2099000022	Main Branch Internet	2	\$6,975.00

☐

☐

☐

ADD FRN

EDIT FRN

REMOVE FRN

FCC Form 471 Help

Show Help

BACK

DISCARD FORM

SAVE & SHARE

REVIEW FCC FORM 471

Adding Funding Request Numbers (FRNs) is a two-step process: Add FRN, then Manage FRN Line Items.

Funding Request Key Information

On this page, you will select a nickname and the service type of the product and services that you are requesting

Funding Request Key Information

Please enter a Funding Request Nickname here ⓘ *

Bookmobile hotspot

Enter a nickname for the FRN.

Is this Funding Request a continuation of an FRN from a previous funding year?

YES

NO ✓

For services paid month-to-month, answer No to this question.

Copy FRN

If you want to copy an existing Funding Request, select Copy

COPY FRN

For services paid month-to-month, skip this option. The Copy FRN function can be used for continuing contracts to pull the data from a previous year's funding request.

Service Type

What is the service type of the product and services that you are requesting?

Data Transmission and/or Internet Access

The Service Type will automatically display the only option for Category one – Data Transmission and/or Internet Access.

FCC Form 471 Help

Show Help

CANCEL

After answering all the Funding Request Key Information questions, click on Continue.

CONTINUE

FRN Contract

Basic Information

Entity Information

Funding Requests

Certify

Next, you will identify the purchasing agreement type for the product and services you are requesting.

FRN Contract

How are the services for this FRN being purchased?

Contract information is stored in your Profile; you can add a new Contract at any time. Details about your Tariff and Month-to-Month services will be entered in your FRN.

CONTRACT

TARIFF

MONTH-TO-MONTH ✓

FCC Form 471 Help

Show Help

BACK

CANCEL

CONTINUE

Choose whether the purchase of this service is Contract, Tariff, or Month-to-Month. If you choose Month-to-Month, you'll enter more details about the service provider and bidding process. Click on Continue.

Establishing FCC Form 470 (1/2)

FCC Form 471 - Funding Year 2020

Pioneer County Public Library System (BEN: 208) - FY 2020 Form 471 for Category One - Form # 201000035

Last Saved: 1/21/2020 2:25 PM EST

Basic Information

Entity Information

Next, you will associate an FCC Form 470 to your purchasing agreement. Please search for a form

Establishing FCC Form 470

How many bids were received? *

2

Enter the number of bids that you received for this product or service.

Was an FCC Form 470 posted for the product and/or services you are requesting?

YES ✓

NO

Use the search tool below to find the establishing FCC Form 470.

Enter the number of bids received for the service being requested, then check yes to indicate that a Form 470 was posted for this Funding Year.

See next slide for Search FCC Forms 470 instructions.

Establishing FCC Form 470 (2/2)

By default, Search FCC Forms 470 is set to look up 470s associated with the library system BEN, but you may need to enter a nickname to narrow the results. Click on Search.

Search FCC Forms 470

Search by FCC Form 470 Number

Search by Nickname (Partial or Full)

Search by BEN

CLEAR FILTERS

SEARCH

<input type="checkbox"/>	FCC Form 470 Number	Nickname	Funding Year ↓	BEN	BEN Name	Allowable Contract Date	Service Type
<input checked="" type="checkbox"/>	200000082	Funding Year 2020 Form 470 for Bookmobile Smartphone + Hotspot Device (Cellular Data)	2020	208	Pioneer County Public Library System	11/15/2019	Data Transmission and/or Internet Access
<input type="checkbox"/>	200000078	Funding Year 2020 Monthly Internet & Router Requests live demo	2020	208			Access;
<input type="checkbox"/>	200000076	Funding Year 2020 Category One Bidding	2020	208			Access;
<input type="checkbox"/>	200000075	Funding Year 2020 Form 470 for Monthly Fiber Internet (Category One) with Router (Category One)	2020	208	System		Access;
<input type="checkbox"/>	200000072						Internal Connection
							Transmission and/or Internet Access

Click on the column headings to sort the results; use the bottom arrows to see more results.

Check the box beside the Form 470 on which the request for service was made, then click on Continue.

< 11 - 15 of 84 >

FCC Form 471 Help

Show Help

BACK

CANCEL

CONTINUE

Service Provider

Basic Information

Entity Information

Funding Requests

Certify

Next, you will associate a service provider to your purchasing agreement. Please search for a provider below and select one to associate it to the purchasing agreement.

Service Provider

Account Number (e.g., billed telephone number)

502-564-1728 001

If your service provider has given you one or more Account numbers, please enter them.

Enter the account number for this service if you know it already.

Use the search tool below to find the establishing service provider

Search Service Providers

Search by SPIN

14010003

Search by Name (Full or Partial)

CLEAR FILTERS

SEARCH

*	<input checked="" type="checkbox"/>	SPIN	Name	Doing Business As	State
	<input checked="" type="checkbox"/>	14010003	USAC Service Provider Organization 3		VA

Search for the service provider – using the Service Provider Identification Number (SPIN/Form 498 ID) is best. Check the box beside the correct result and click on Continue.

CONTINUE

Dates for Month-to-Month Services

FCC Form 471 - Funding Year 2020

Pioneer County Public Library System (BEN: 208) - FY 2020 Form 471 for Category One - Form # 201000035

Last Saved: 1/21/2020 2:25 PM EST

Basic Information

Entity Information

Funding Requests

Certify

Next, you will identify the start and end dates for the services you are requesting.

Dates

What is the service start date? ⓘ *

07/01/2020

Enter the date when services will start for this Funding Year

When will the services end? *

06/30/2021

BACK

CANCEL

CONTINUE

By default, EPC will list the service start date for Funding Year 2020 FRNs as 7/1/2020. To cover the entire funding year, the service end date should be the last date for recurring services in Funding Year 2020: **6/30/2021**. Then click on Continue.

Pricing Confidentiality

FCC Form 471 - Funding Year 2020

Pioneer County Public Library System (BEN: 208) - FY 2020 Form 471 for Category One - Form # 201000035

Last Saved: 1/21/2020 2:25 PM EST

Basic Information

Entity Information

Funding Requests

Certify

Next, you will identify any pricing confidentiality restrictions for the product or services you are requesting.

Pricing Confidentiality

Is there a statute, rule, or other restriction which prohibits publication of the specific pricing information for this contract?

YES NO ✓

There should not be any restrictions on publishing the pricing. Click on No and then Continue.

BACK

CANCEL

CONTINUE

Fiber Request Key Information

Basic Information

Entity Information

Funding Requests

Certify

Next, you will designate whether this FRN includes a Fiber or Wireless Request.

Fiber Request Key Information

Does this FRN include a request for any of the following eligible broadband options?

- **Special construction.** One-time, upfront costs associated with building out leased lit fiber, leased dark fiber, or a self-provisioned network (i.e. special construction charges), or wireless service; and/or
- **Maintenance and operations.** Costs associated with the maintenance and operations for either a leased dark fiber or self-provisioned network; and/or
- **Network equipment.** Costs associated with the purchase of Network Equipment (e.g., modulating electronics and other equipment).

If any of the above apply, select "Yes" below.

Select "No" if you are only seeking support for the monthly recurring costs on a dark fiber lease or IRU), or a wireless service.

Notes:

- If you are seeking support for both the Special Construction, Maintenance and Operations, or Network Equipment charges, you must select "Yes" on the Yes/No question based the specific services that are included in that FRN.
- If you select "Yes" below, you should create separate FRNs for special construction charges. If charges for M&O and Network Equipment are included in the same FRN, you must select "Yes" on the Network Equipment/M&O FRN option.

YES

NO ✓

FCC Form 471 Help

Show Help

BACK

CANCEL

CONTINUE

You must indicate whether Category One Internet requests include dark fiber, self-provisioning, or special construction charges. For bookmobile hotspot service, click on No. Then click on Continue.

Narrative

FCC Form 471 - Funding Year 2020

Pioneer County Public Library System (BEN: 208) - FY 2020 Form 471 for Category One - Form # 201000035

Last Saved: 1/21/2020 2:25 PM EST

Basic Information

Entity Information

Funding Requests

Certify

Narrative

Provide a brief explanation of the products and services that you are requesting, or provide any other relevant information regarding this Funding Request. You should also use this field to describe any updates to your entity data, such as revised student counts, entity relationships, etc, that you were unable to make after the close of the Administrative filing window for profile updates. These changes will be addressed during the application review process. *

Monthly hotspot service for the bookmobile to perform circulation and provide patron Wi-Fi on the bookmobile route

Enter a brief explanation for your request. For bookmobile cellular data requests, make sure to include in the narrative that the service will be used only on the bookmobile. Click on Save & Continue to return to the Funding Requests page.

BACK

CANCEL

SAVE & CONTINUE

was just created to begin
"Add FRN" button.

Manage FRN Line Items

Basic Information

Entity Information

Funding Requests

Certify

This page displays all of the funding requests for this application. From here you can create a new FRN, or edit or delete an existing one.

Funding Requests

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

<input type="checkbox"/>	FRN ↓	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	2099000026	Bookmobile hotspot	0	
<input type="checkbox"/>	2099000025	Internet continuing contract	1	\$6,975.00
<input type="checkbox"/>	2099000022	Main Branch Internet	2	\$6,975.00

FCC Form 4
[Show Help](#)

BACK

DISCARD FORM

ADD FRN

EDIT FRN

REMOVE FRN

SAVE & SHARE

REVIEW FCC FORM 471

The second part of adding a funding request is to Manage FRN Line Items. Click on the Funding Request Number.

Add New FRN Line Item

Basic Information

Entity Information

Funding Requests

Certify

This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and their recipients of service.

FRN Line Items for FRN #2099000026 - Bookmobile hotspot

<input type="checkbox"/>	FRN Line Item Number	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
You haven't created any FRN Line Items yet. Click the 'Add New FRN Line Item' button to start creating your first FRN Line Item.						

ADD NEW FRN LINE ITEM

REMOVE FRN LINE ITEM

BULK UPLOAD

FCC Form 471 Help

Show Help

BACK

DISCARD FORM

Add as many line items for this service as needed. Most Category One requests will have only 1 line item.

SAVE & SHARE

CONTINUE

Product and Service Details

Basic Information Entity Information

Please enter Product and Service Details Information for this Data Transmission and/or Internet Service.

Product and Service Details for new FRN Line Item for FRN #2099000026 - Bookmobile hotspot

Purpose ? *

- ☒ Internet access service that includes a connection from any applicant site directly to the Internet Service Provider
- ☐ Data Connection between two or more sites entirely within the applicant's network
- ☐ Data connection(s) for an applicant's hub site to an Internet Service Provider or state/regional network where Internet access service is billed separately
- ☐ Internet access service with no circuit (data circuit to ISP state/regional network)

Function ? *

Wireless

Type of Connection *

Data plan for portable device

FCC Form 471 Help

Show Help

CANCEL CONTINUE

For bookmobile hotspot service, choose the 1st option under Purpose.

Choose Wireless as the Function

For Type of Connection, choose Data plan for portable device. Click on Continue.

See [slide 67](#) for tables on internet/transport Functions and Types of Connection.

Bandwidth Speed

Basic Information Entity Information **Funding Requests** Certify

Please enter Bandwidth Speed Information for this Data Transmission and/or Internet Access Line Item

Bandwidth Speed for new FRN Line Item for FRN #2099000026 - Bookmobile hotspot

Bandwidth Download Speed *

10.000

Bandwidth Download Units *

Mbps

Bandwidth Upload Speed *

1.000

Please specify the upload speed if it is different than the download speed.

Bandwidth Upload Units *

Mbps

Burstable Bandwidth?

YES

NO ✓

Answer the question about burstable bandwidth (most libraries don't have this). Then click on Continue.

FCC Form 471 Help

Enter the bandwidth speeds and select Mbps as the unit. Most cellular data plans offer between 5 to 15 Mbps download speed and 1 Mbps upload speed. **The form assumes that the download and upload speeds are the same, so you may need to update the Bandwidth Upload Speed.**

CONTINUE

Connection Information

Basic Information

Entity Information

Funding Requests

Certify

Please enter Connection Information for this Data Transmission and/or Internet Access Line Item

Connection Information for new FRN Line Item for FRN #2099000026 - Bookmobile hotspot

Is this a direct connection to a single school, library or a NIF for Internet access? ? *

Note: If the request is for direct connections, you will be required to allocate the total number of lines (monthly quantity) among the recipients listed for this line item.

YES ✓

NO

Is this a connection between eligible schools, libraries and NIFs (i.e., a connection that provides a "Wide area network"? ? *

YES

NO ✓

Does this include firewall services? *

YES

NO ✓

This question asks whether your internet service provider handles firewall service for you. Answer No. Then click on Continue.

FCC Form 471

Show Help

BACK

CANCEL

For bookmobile hotspots:
Yes to the first question about a direct connection,
and No to the question about wide area networks.

CONTINUE

112

Cost Calculation (1/2)

Basic Information Entity Information

Please enter Cost Information for this Data Transmission and/or Internet Access Line Item requested for that field.

Cost Calculation for new FRN Line Item for FRN #209

Monthly Cost	
Monthly Recurring Unit Cost	\$40.01
Monthly Recurring Unit Ineligible Costs	\$0.00
Monthly Recurring Unit Eligible Costs	= \$40.01
Monthly Quantity	1
Total Monthly Eligible Recurring Costs	= \$40.01
Months of Service	x 12
Total Eligible Recurring Costs	= \$480.12

Total Eligible One-time Costs + \$0.00

Pre-Di Item

Notes on Monthly Cost fields:
Must complete ALL fields.
Monthly Recurring Unit Cost = monthly data charge per hotspot or smartphone plan, including static IP addresses, USF fee for internet, and Federal Access Recovery Charge (if applicable).
Monthly Recurring Unit Ineligible Costs = probably \$0.00 for hotspot service; the amount you enter in this field is subtracted from the amount in the field above
Monthly Quantity = the number of hotspots for service to the bookmobile

Total Eligible Recurring Costs = total monthly cost of all lines/circuits for this service

[More Help with the Costs Above](#)
FCC Form 471 Help
[Show Help](#)

Click on 'More Help' to view definitions for each field.

[BACK](#) [CANCEL](#) [SAVE & CONTINUE](#)

Cost Calculation (2/2)

Basic Information	Entity Information	Funding Requests	Certify																				
Access Line Item. All fields in the grid below are required. Please enter zero if funds are not																							
FRN #2099000026 - Bookmobile hotspot																							
<p>Notes on One-Time Cost fields: Must complete ALL fields. One-time Unit Cost = For monthly service line items, enter \$0.00; for installation line items, enter the amount of the installation/activation fee One-time Unit Ineligible Cost = probably \$0.00; installation for any internet/transport should be fully eligible; the amount you enter in this field is subtracted from the amount in the field above One-time Quantity = For monthly service line items, enter 0; for installation line items, enter 1</p>		<table border="1"> <thead> <tr> <th colspan="2">One-Time Cost</th> </tr> </thead> <tbody> <tr> <td>One-time Unit Cost</td> <td>\$0.00</td> </tr> <tr> <td>One-time Ineligible Unit Cost</td> <td>\$0.00</td> </tr> <tr> <td>One-time Eligible Unit Cost</td> <td>= \$0.00</td> </tr> <tr> <td>One-time Quantity</td> <td>0</td> </tr> <tr> <td>Total Eligible One-time Costs</td> <td>= \$0.00</td> </tr> <tr> <th colspan="2">Summary</th> </tr> <tr> <td>Total Eligible Recurring Costs</td> <td>\$480.12</td> </tr> <tr> <td>Total Eligible One-time Costs</td> <td>+ \$0.00</td> </tr> <tr> <td>Pre-Discount Extended Eligible Line Item Cost</td> <td>= \$480.12</td> </tr> </tbody> </table>		One-Time Cost		One-time Unit Cost	\$0.00	One-time Ineligible Unit Cost	\$0.00	One-time Eligible Unit Cost	= \$0.00	One-time Quantity	0	Total Eligible One-time Costs	= \$0.00	Summary		Total Eligible Recurring Costs	\$480.12	Total Eligible One-time Costs	+ \$0.00	Pre-Discount Extended Eligible Line Item Cost	= \$480.12
One-Time Cost																							
One-time Unit Cost	\$0.00																						
One-time Ineligible Unit Cost	\$0.00																						
One-time Eligible Unit Cost	= \$0.00																						
One-time Quantity	0																						
Total Eligible One-time Costs	= \$0.00																						
Summary																							
Total Eligible Recurring Costs	\$480.12																						
Total Eligible One-time Costs	+ \$0.00																						
Pre-Discount Extended Eligible Line Item Cost	= \$480.12																						

[More Help with the Costs Above](#)
[FCC Form 471 Help](#)

[Show Help](#)

Click on 'More Help' to view definitions for each field.

Pre-Discount Extended Eligible Line Item Cost = full, eligible cost of this service during FY 2020.

Save & Continue to next page.

[SAVE & CONTINUE](#)

Select Recipients

Next, you will select Recipients of Service for your Line Item

Manage Recipients of Service

Is every entity for this organization receiving service?

YES

NO ✓

All Entities

Search by BEN

Please select the organizations you wish to include as recipients by checking the box next to the entity name, then enter the district or system entity number in the field above.

<input type="checkbox"/>	BEN	BEN Name
<input type="checkbox"/>	210	Pioneer County Public Library
<input checked="" type="checkbox"/>	211	Pioneer County Bookmobile
<input type="checkbox"/>	209	Loganville Branch Library

Library systems with multiple branches must indicate which branches are receiving the services listed on the FRN. If all branches are receiving the service, answer Yes to the first question and continue to the next page.

For libraries with multiple branches: answer No to the first question, then check the box beside the bookmobile branch entity (or the entity number for the branch the bookmobile operates from), and then click the Add button. The selected entity will then appear under Selected Entities.

ADD

Selected Entities

<input type="checkbox"/>	BEN	BEN Name
No items available		

Once the correct Selected Entities have been added, Save & Continue to next page.

Recipients of Service

Basic Information

Entity Information

Funding Requests

Certify

Next, you will review the Recipients Of Service selected for this line item. If any updates are needed, please go back to the previous page and update the selected Recipients of Service accordingly.

Recipients of Service for FRN Line Item #2099000026.001

BEN	Name	↑
211	Pioneer County Bookmobile	

FCC Form 471 Help

Show Help

BACK

CANCEL

The Recipient(s) of Service selected on the previous page will be listed. Click on Continue to return to the FRN Line Items page.

CONTINUE

FRN Line Items Page

Basic Information

Entity Information

Funding Requests

Certify

This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and their recipients of service.

FRN Line Items for FRN #2099000026 - Bookmobile hotspot

<input type="checkbox"/>	FRN Line Item Number ↓	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	2099000026.001	Wireless	Data plan for portable device	1	0	\$480.12

ADD NEW FRN LINE ITEM

REMOVE FRN LINE ITEM

BULK UPLOAD

FCC Form 471 Help

Show Help

BACK

DISCARD

SAVE & SHARE

CONTINUE

The line item page will show the total eligible charges requested for each line item; most Category One requests have only one line item. Click on Continue to return to the Funding Requests page.

Funding Requests Page

FCC Form 471 - Funding Year 2020

Pioneer County Public Library
201000035

Last Saved: 1/21/2020 3:23 PM EST

Basic Information

This page displays all of the funding requests for the

Funding Requests

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	2099000026	Bookmobile hotspot	1	\$432.11
<input type="checkbox"/>	2099000025	Internet continuing contract	1	\$6,975.00
<input type="checkbox"/>				\$6,975.00

Now that all FRNs have been added, click on **Review FCC Form 471**. This will generate a link on your Tasks list so that you can reopen the form and download the draft PDF.

ADD FRN

EDIT FRN

REMOVE FRN

FCC

Show

BACK

DISCARD FORM

SAVE & SHARE

REVIEW FCC FORM 471

Review & Certification

Slides 119-125

[Return to Presentation Contents](#)

Proceed to create draft PDF

SAVE DRAFT

FCC Form 471 - Fund

Pioneer County Public Libr
201000035

Last Saved: 1/21/2020 3:23 PM EST

Category One - Form #

The next step is that EPC will create a PDF of your draft form. Once this is completed, EPC will assign you a task with the options to download the PDF and either send for certification or continue to certification. This task may take some time to be assigned to you. Do you wish to proceed?

Basic Information Entity Information Funding Requests Certify

This page displays all of the funding requests for this application. From here you can create a new FRN, or edit or delete an existing one.

Funding Requests

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	2099000026	Bookmobile hotspot	1	\$432.11
<input type="checkbox"/>	2099000025			\$6,975.00
<input type="checkbox"/>	2099000022			\$6,975.00

FCC Form 471

Show Help

After clicking on Review FCC Form 471 from the Funding Requests page, say Yes to the pop-up message to confirm that a draft PDF will be added to your Tasks list.

Reopen Form 471 from Tasks

The screenshot shows the Appian interface with a blue navigation bar at the top. The 'Tasks (1)' tab is highlighted. Below the navigation bar, there is a sidebar on the left with the Universal Service Administrative Co. logo and a list of filters: 'Assigned to Me >', 'Sent by Me', 'Starred ☆', 'STATUS Open ✕', and 'DEADLINE Overdue', 'Today', 'Within 7 days'. The main content area displays a task list. A task titled 'Review PDF for FCC Form 471 - #201000035 - FY 2020 Form 471 for Category One' is shown, assigned to 'Me'. A pink box highlights the task title, and a pink callout box provides instructions on how to reopen the form.

Click here to send a task...

NEWEST ▾

✓ Me
Review PDF for FCC Form 471 - #201000035 - FY 2020 Form 471 for Category One
A moment ago ☆

From the Tasks list in the blue bar at the top of the E-rate Productivity Center, click on the link for Review PDF for FCC Form 471 to reopen the form.

Let KDLA review your form

FCC Form 471 - Funding Year 2020

Pioneer County Public Library System (BEN: 208) - FY 201000035

Last Saved: 1/21/2020 3:23 PM EST

Please download and carefully review this FCC Form 471 before certifying.

Download Document Link

[USAC_FCC_FORM_471_APPLICATION_201000035_DRAFT](#)

☒ By checking this box, I certify that the information in the PDF document above is correct.

FCC Form 471 H

[Show Help](#)

[EDIT FORM](#)

If you find errors in the draft PDF, click on Edit Form to return to the beginning of the form and make changes.

Click on the blue Document Download Link to review a PDF draft of your Form 471. Attach the file to an email and send it to lauren.abner@ky.gov for review.

Once you're positive that the form is correct, check the box below the download link and click on Continue to Certification.

[SEND FOR CERTIFICATION](#)

[CONTINUE TO CERTIFICATION](#)

If your EPC user profile doesn't give you full permissions for the Form 470, you'll need to send the form for certification by another full-rights user on behalf of your library.

Certifications & Technology Budget

You must check the boxes for all twelve certifications. Only library-specific certifications will be shown.

Basic Information Entity Information Funding Requests Certify

Please complete the certifications below.

Applicant Certifications

- ☒ I certify that the entities listed in this application are eligible for support because they are an administrative agency under the Library Services and Technology Act of 1996, separate from any schools, including, but not limited to, elementary, secondary, or postsecondary schools.
- ☒ I certify that the entity I represent or the entities listed on this application have, including computers, training, software, internal connections, maintenance, and other resources, recognized that some of the aforementioned resources are not eligible for support. I have secured access to all of the resources to pay the discounted charges for the funding year. I certify that the Billed Entity will pay the non-discount portion of the total amount necessary for the applicant to pay the non-discount share of eligible and any ineligible amounts.

Total Funding Summary

Below is a summary of the total line item costs on this FCC Form 471:

Summary	
Total funding year pre-discount eligible amount on this FCC Form 471	\$15,980.12
Total funding commitment request amount on this FCC Form 471	\$14,382.11
Total applicant non-discount share of the eligible amount	\$1,598.01
Total budgeted amount allocated to resources not eligible for E-rate support	\$25,000.00
Total amount necessary for the applicant to pay the non-discount share of eligible and any ineligible amounts	\$26,598.01

Are you receiving any of the funds directly from a service provider listed on any of the FCC Forms 471 filed by this Billed Entity for this funding year?

No

Has a service provider listed on any of the FCC Forms 471 filed by this Billed Entity for this funding year assisted you in locating funds needed to pay your non-discounted share?

No

- ☒ I certify an FCC Form 470 was posted and that any related RFP was made available for at least 30 days before considering all bids received and selecting a service provider. I certify that all bids submitted were considered, and is the most cost-effective.
- ☒ I certify that the entity responsible for selecting the service provider is the same as the entity responsible for the funding year.

Enter the amount your library budgets for technology (minus internet access or other E-rate eligible services). The technology budget may include computers, software, servers, databases, etc. A ballpark figure is fine.

ANSWER NO TO BOTH THESE QUESTIONS or your funding could be denied!!!

Certify

34.515. Additionally, I certify that the entity or entities listed on this application have not received anything of value or a promise of anything of value, as prohibited by the Commission's rules at 47 C.F.R. § 54.503(d), other than services and equipment sought by means of this form, from the service provider, or any representative or agent thereof or any consultant in connection with this request for services.

- ☒ I certify that I and the entity(ies) I represent and/or cancellation of funding commitment 471 except for those services provided under could result in civil or criminal prosecution
- ☒ I acknowledge that the discount level used that are treated as sharing in the service, r
- ☒ I certify that I will retain required document certification) after the later of the last day o may be audited pursuant to participation i the statute and Commission rules regardir will make such records available to USAC.
- ☒ I certify that I am authorized to order telecommunications and other supported services for the eligible entity(ies) listed on this application. I certify that I am authorized to submit this request on behalf of the eligible entity(ies) listed on this application, that I have examined this request, that all of the information on this form is true and correct to the best of my knowledge, that the entities that are receiving discounts pursuant to this application have complied with the terms, conditions and purposes of the program, that no kickbacks were paid to anyone and that false statements on this form can be punished by fine or forfeiture under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001 and civil violations of the False Claims Act.
- ☒ I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program. I will institute reasonable measures to be informed, and will notify person associated in any way with my entity and/or from their participation in the schools and libraries su
- ☒ I certify that if any of the el that I have allocated the el
- ☒ I certify that the non-discov on this FCC Form 471 are n provider of a supported se of the supported services.

FCC Form 471 Help
[Show Help](#)

[BACK](#)

False statements on this form may result in civil liability and/or criminal prosecution. To electronically sign and certify this form, click "Yes" below. To affirm that you (1) understand the statements above and (2) represent the entity featured, and have the authority to make the certifications, on this form, click "Yes" below.

[NO](#) [YES](#)

After you click on Certify, you'll see a pop-up that asks if you understand the consequences of making false statements on federal forms and that asks you to affirm that you have the authority to make these certifications for your library.

[CERTIFY](#)

Certification Confirmation

 [SAVE DRAFT](#)

Certification Confirmation

Pioneer County Public Library System (BEN: 208) - FY 2020 Form 471 for Category One - Form # 201000035

Last Saved: 1/21/2020 3:37 PM EST

Basic Information

Entity Information

Funding Requests

Certify

You have successfully filed FCC Form 471 #201000035 for FY 2020

Certification Date

1/21/2020 3:37 PM EST

Authorized Person

Name Lauren Abner

Title KDLA Technology Consultant

Employer Pioneer County Public Library System

Address 100 Main Street
Boonesburg, KY 40069

Phone 502-564-1728

Email library.system10-user1@mailinator.com

[Please click here to access your certified FCC Form 471 PDF](#)

Print the Certifier Confirmation page for your records, then click on Close. If you don't close the Certifier Confirmation page, you'll periodically receive email reminders about this as a pending task in the E-rate Productivity Center.

This link will take you directly to the Summary page for the FCC Form 471. However, if you navigate there immediately after certifying, the generated PDF copy of the certified Form 471 won't yet be available.

CLOSE

After You've Certified

Slides 126-136

[Return to Presentation Contents](#)

FCC Forms and Post-Commitment Requests

My Applicant Landing Page



Welcome, [Pioneer County Public Library System!](#)

**Scroll
Down**

To print the final PDF copy of the Form 471, return to My Applicant Landing Page and scroll to the bottom section for FCC Forms and Post-Commitment Requests.

▼ FCC Forms and Post-Commitment Requests

☒ FCC Forms

☐ Post-Commitment Requests

Form Type

Funding Year

Change the Form Type drop-down to FCC Form 471 and the Funding Year to 2020. In the results, click on the Application Number to go the form's Summary tab.

Application Number	Nickname	Funding Year	Status	Certified Date
201000035	FY 2020 Form 471 for Category One	2020	Certified	1/21/2020 3:37 PM EST

Download Final PDF copy

Records / FCC Forms 471

FY 2020 Form 471 for Category One - #201000035



Summary

Funding Requests

Review Inquiries

Discount Calculation

Entity Information

News

Related Actions

Incomplete

Certified

Review Status Awaiting Initial Review

Application Information

Nickname FY 2020 Form 471 for C

Application Number 201000035

Funding Year 2020

Window Status In-Window

Category of Service Category 1

Reminder: E-rate retention rules require you to keep all E-rate documents for 10 years after the last date for service in the funding year. **Funding Year 2020 paperwork must be kept until at least June 30, 2031 (or September 30, 2031 for Category Two).**

Certified By Lauren Abner

Last Modified Date 1/21/2020 3:37 PM EST

**Scroll
Down**

From the Summary tab of the Form 471, click on the Original Version link at the bottom to download and print the final PDF copy that shows the certifications.

FCC Form 471 Generated Documents

FCC Form 471 Version	Description
Original Version	This document contains information that was submitted to USAC upon certification of the FCC Form 471.

Receipt Acknowledgement Letter (1/2)

Records / FCC Forms 471

FY 2020 Form 471 for Category One - #201000035

Summary Funding Requests Review Inquiries Discount Calculation Entity Information **News** Related Actions



E-rate Productivity Center

6 minutes ago •

This Receipt Acknowledgement Letter (RAL) is an acknowledgment of the receipt of the Pioneer County Public Library System's FCC Form 471 for Category One - #201000035, dated 1/21/2020. Each service provider featured on this form will receive an RAL for the information submitted for the service provider.

It is important that you review this form now to make sure the information you have listed on your FCC Form 471 are correct and complete. If you find any errors, take appropriate corrective action as soon as possible. Corrections can only be made on your form, but not others. For fields that allow direct entry, you can enter the information in the form field directly. To determine which corrections are allowed and why, see the "List of Correctable Ministerial and Clerical Errors" on our website.

NEXT STEPS

- Gather the documentation you used to complete your form and the entries in your profile (e.g., NSLP numbers, list of entities receiving ...[More](#))

[> More info](#)

Use the horizontal menu to switch from the Summary tab to the News tab for your Form 471. The only entry will be for the Receipt Acknowledgement Letter (RAL) – you won't get a paper copy. Click on the More Info links to view the full entry.

An entry for the RAL will also appear in the general News feed tab in the blue menu bar at the top of EPC.

Receipt Acknowledgement Letter (2/2)



E-rate Productivity Center

43 minutes ago • 🔒

This Receipt Acknowledgement Letter (RAL) is an acknowledgement that USAC has received Pioneer County Public Library System's FCC Form 471 - 201000035 for Funding Year 2020 on 1/21/2020. Each service provider featured on this form will also be notified of the information submitted for the service provider.

It is important that you review this form now to make sure the products and services you have listed on your FCC Form 471 are correct and complete, and if necessary, take the appropriate corrective action as soon as possible. You are allowed to correct certain errors on your form, but not others. For fields that allow a correction, you will be able to edit the information in the form field directly. To determine what corrections are allowed and why, see the "List of Correctable Ministerial and Clerical Errors" on our website.

NEXT STEPS

- Gather the documentation you used to complete your form and the entries in your profile (e.g., NSLP numbers, list of entities receiving services, Category Two cost allocations) so that you can respond to questions from USAC about your form.
- Retain documentation showing that you have complied with all standards, with all statutes and E-rate program rules for at least 10 years after the last day of service delivered.
- Remember that applicant budgeted funds to provide necessary resources MUST NOT come directly or indirectly from a service provider.
- Work with your service provider to ensure timely delivery of discounted services.
- You can view your entire Form 471 by clicking the link below.
- You can access the Funding Request report using the link provided in More Info section.

Please keep a copy of this notification for your records. To print this notification, click on the Date below, and use your browser's print function.

FY 2020 FORM 471 FOR CATEGORY ONE - #201000035 | #208 - PIONEER COUNTY PUBLIC LIBRARY SYSTEM

[v More info](#)

Application Number 201000035

Entity Number 208

Certification Date Jan 21, 2020

Funding Request Report https://portal-training.usac.org/suite/tempo/actions/item/ksB0YLZsM4yuY0N6bli5jCQCCPDn1MeHVae8oOG5TUGvU_wfMEI7hH55-uRZ_GOU5WjyWE2rSSEsnWWNRHiz5J2XLOYCkYlkmDORcy

Print the full view of the Receipt Acknowledgement Letter (RAL) the same way you print a normal webpage; use File>Print in your browser menu, or tap Ctrl+P on your keyboard to open your printer prompt.

You can ignore the Funding Request report link at the bottom; it opens search opens for certified Form 471 entries.

RAL Modification Requests (1/2)

- **Some mistakes on the Form 471 may be corrected before USAC issues a funding commitment. These changes are called RAL Modification Requests, and they may be made after you receive the Receipt Acknowledgement Letter (RAL) but before funding is committed. Such corrections include:**
 - **Simple data entry errors such as transposed letters and numbers, misplaced decimal points**
 - **Incorrect citations: Contract #, 470 #, urban/rural status**
 - **Edits to information about eligible entities**

RAL Modification Requests (2/2)

The screenshot displays the Appian user interface. At the top, a blue navigation bar contains the following tabs: News, Tasks, Records (which is the active tab), Reports, and Actions. On the right side of this bar is a user profile icon and the name 'Appian'. Below the navigation bar, the breadcrumb 'Records / FCC Forms 471' is visible. The main heading is 'FY 2020 Form 471 for Category One - #201000035'. Below this heading is a horizontal menu with the following items: Summary, Funding Requests, Review Inquiries, Discount Calculation, Entity Information, News, and Related Actions. The 'Related Actions' item is circled in red. Below the horizontal menu, there is a list of actions. The first action is 'Respond to Inquiries' with a lightning bolt icon and the description 'Answer Reviewer Questions.' The second action is 'Submit Modification Request (RAL)' with a lightning bolt icon and the description 'Submit a RAL Modification Request for this Application'. This second action is also circled in red. Two red lines originate from the red circles: one from the 'Related Actions' menu item pointing to a yellow text box, and another from the 'Submit Modification Request (RAL)' link pointing to the same yellow text box.

News Tasks **Records** Reports Actions

Records / FCC Forms 471

FY 2020 Form 471 for Category One - #201000035

Summary Funding Requests Review Inquiries Discount Calculation Entity Information News **Related Actions**

Respond to Inquiries
Answer Reviewer Questions.

Submit Modification Request (RAL)
Submit a RAL Modification Request for this Application

To submit a Modification Request, navigate to your certified Form 471 from My Applicant Landing Page. On the horizontal menu, click on Related Actions, then the Submit Modification Request (RAL) link. Contact the KDLA Technology Consultant for assistance.

PIA Application Review

- Program Integrity Assurance (PIA) reviewers may request additional documentation to determine whether your application complies with E-rate rules, including:
 - Eligibility of library branches listed on your application
 - Eligibility of the products and services listed on your funding request(s)
 - Your competitive bidding process, including your adherence to the minimum 28 calendar day requirement for the bidding period.
- Email notices will direct you to the E-rate Productivity Center to view and respond to questions. You have 15 days to reply to PIA requests. If you need help, contact lauren.abner@ky.gov. I receive notices if you don't reply after the first week.

See next page for example PIA request email

PIA Request Email

From: portal@usac.org [mailto:portal@usac.org] On Behalf Of [REDACTED]
Sent: Friday, April 20, 2018 11:55 AM
To: [REDACTED] <[\[REDACTED\]@publiclibrary.org](mailto:[REDACTED]@publiclibrary.org)>
Subject: 1810 [REDACTED] - E-rate Review Information

E-rate Review Information

Today's Date: 4/20/2018
Response Due Date: 5/7/2018
Contact Name: [REDACTED]
Applicant Name: [REDACTED] PUB LIBRARY
FCC Form 471 Application Number: 1810 [REDACTED]

Dear Applicant

We are in the process of reviewing your Funding Year 2018 FCC Form 471 application. Please note that EPC allows you to begin working on your application by submitting your answers. Click "Submit" only when you have answered all questions.

- Eligibility of Products and Services

[Click here to respond to inquiries](#)

[USAC Homepage](#)

If you have any questions as you work through your responses to the PIA review inquiries, please feel free to contact me via the phone number or e-mail address provided below. Please do not use e-mail to submit your responses to the PIA review inquiries. USAC will not review responses to PIA review inquiries sent to the reviewer's email address. All PIA responses must be submitted in EPC. Again, please be sure to provide complete responses to all of the PIA questions. If you need additional time to prepare your response, you may request an extension. Click the "Request Extension" button, located at the top of the "Review Inquiries" page in EPC. Your first extension request will be automatically granted, and you will receive an additional seven days to respond. Be sure to submit your responses at least 7 business days before the deadline.

Example application review email with links to view inquiries in EPC. The subject line will say something like, 'E-rate Review Information', and will include the Form 471 #.

Funding Commitments

- **Based on previous years, USAC will begin releasing funding in waves a few weeks after the Form 471 filing window closes. Once a Form 471 is reviewed, USAC will issue a Funding Commitment Decision Letter (FCDL) indicating which FRNs were funded and in what amount.**
 - **Applicants receive a PDF copy by email when FCDLs are issued. The FCDL can also be accessed again through the Notifications section of My Applicant Landing Page in the E-rate Productivity Center. You will NOT receive a paper copy of the FCDL for FY 2020.**
 - **After receiving an FCDL, applicants must file a Form 486 to make CIPA certifications before any funding can be released for invoicing. The FY 2020 Form 486 may be available immediately after funding waves begin.**

Document retention – save it all!

- Save **everything** related to E-rate filing. The document retention period is **10 years from the last date for service in the funding year.**
 - FCC Forms
 - Any correspondence from USAC or the FCC.
 - Copies of all responsive bids (not just the winning bid)
 - Contracts or agreements with service providers
 - Copies of bid evaluation matrix/decision process for choosing winning bid
 - Invoices and proof of delivery, service, etc.

Wrap-Up

Slides 137-141

[Return to Presentation Contents](#)

Resources

- KDLA's E-rate page
 - <https://kdla.ky.gov/librarians/programs/e-rate/Pages/default.aspx>

USAC Schools & Libraries homepage

- <https://www.usac.org/e-rate/>
- USAC Client Service Bureau
 - 1-888-203-8100 or through your [E-rate Productivity Center](#) account
- E-rate Central
 - <https://e-ratecentral.com/>

Sign up for KYTECH LISTSERV®

- **For Library Technology Support Staff:**
 - KYTECH is a monitored discussion list devoted to those who work with technology for their library. By using this LISTSERV®, individuals from around the state will have the chance to ask questions, share ideas, voice concerns, and make valuable contacts all through their e-mail.
 - TO SUBSCRIBE: Send a blank message to: join-kytech@listserv.ky.gov
- **E-rate updates and reminders are posted to KYTECH**

Archived Recording

In the next week, the recording of this presentation will be posted on the KDLA Archived Webinars page:

<https://kdla.ky.gov/librarians/staffdevelopment/kdlaarchivedwebinars/Pages/default.aspx>

Librarians • Archivists • Researchers • State Employees • Records Management •

Librarians / Library Staff Development / KDLA Archived Webinars

KDLA Archived Webinars

Receiving Credit

KDLA Archived Webinars can be viewed for CE credit. No certificate will be given for viewing KDLA Archived Webinars. The following steps must be followed to receive credit for an archived Webinar:

1. Fill out a [Learning Activity Report](#) (LAR).
2. Write a short summary about what you learned at the bottom of the LAR. This summary should not exceed 250 words.

Administration	Local History
Adult Services	Outreach
Cataloging	Programming
Children/Youth Services	Public Relations/Marketing
Collection Development	Readers' Advisory
Construction	Reference
E-rate	School Ready Libraries
Employee/Management Resources	Social Media/Technology
Genealogy	Summer Reading
Legal	Workforce Development

- [KDLA Catalog](#)
- [Kentucky State Digital Archives](#)
- [Ask a Librarian](#)
- [Public Library Directory](#)
- [Job List](#)
- [Records Retention Schedules](#)
- [Kentucky Talking Book Library](#)
- [Order Records](#)

Captioning

We're in the process of captioning our archived webinars. If you have questions about a specific webinar, please send a message to KDLA.Certification@ky.gov.

Webinar Ideas

Would you like to present a webinar with KDLA? Let us know! Submit your great idea [here](#) and we'll contact you about it!



For E-rate questions or for assistance with filing forms, please contact KDLA.

Lauren Abner
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lauren.abner@ky.gov
(502) 564-1728

Please complete KDLA's survey for this webinar:
<https://www.surveymonkey.com/r/erate471cat1fy2020>



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